

PERSONNEL

Faculty/Dependent Costs:

Faculty participants and the Resident Director will receive appropriate accommodations and board at the residential facility without charge.

Faculty dependents may purchase a meal plan at the dining facility. The full price of the meal plan for a semester is \$700; the full price for summer is \$250. (There are no cooking facilities in the faculty accommodations.)

For children 1-6 years of age, the faculty member may purchase a dining plan for one-quarter the full price; for children 7-12 years of age, the meals will be at one-half the full price; for children 13 years of age and older, the meals will be at full price.

The Program Director for the Wisconsin in Scotland program bills faculty members for dependents' meal costs.

The Resident Director will allocate local accommodations at Dalkeith House.

Faculty must agree to reside on premises at Dalkeith House in accommodations provided by WIS. Refusal to do so will be cause for termination from the WIS program.

Spouses/significant others and minor children may share the faculty member's allotted living rooms at no additional charge. To the extent that room is available in Dalkeith House, there is no additional room fee for dependents. Dependents of majority age will be charged at the full rate applicable to the student population at Dalkeith House. A dependent of majority age will be expected to be enrolled in an educational program.

Faculty members are encouraged to depart approximately one week earlier than the student group to make preparations, get over jet lag and develop local Scottish resources. Lodging will be provided (including immediate family members) at no charge at Dalkeith House up to a maximum of seven days prior to the student group arrival. Any lodging day beyond seven days will be charged to the faculty member at regular guest rates. Meal cost/preparation will be the responsibility of each faculty member. (The on-site staff is either recovering from the events just prior to your arrival and/or getting away to recharge, or working frantically to get things ready for the student group's arrival. They have limited time/resources to deal with your personal needs - even though they would love to.)

Faculty, their spouse/partner and/or dependents, may stay on at Dalkeith House after the completion of their term for an additional two nights at no charge. After two nights, if space is available, they may stay with the approval of the Resident Director at the published guest rates.

The Wisconsin in Scotland program includes one round trip airfare for the faculty member.

Shipping/transportation of personal items, beyond what is carried along as part of the airline luggage allowance, is the sole expense and responsibility of each faculty member.

Travel/transportation from/to the faculty member's home city or residence to/from the U.S. airport is the sole expense and responsibility of each faculty member.

Faculty make their own travel arrangements. They can be made through the travel agency which handles the optional group flight for students. In this case, the travel agency will bill the WIS Administrative Office for your airfare. If you choose to make travel arrangements elsewhere, you are welcome to do so. The WIS Administrative Office will establish a maximum rate three months prior to the date of departure for your term. You will be reimbursed for actual costs up to that rate after you submit a completed Travel Expense Report (TER) form and your receipt to the WIS Administrative Office. You will be responsible for making arrangements and paying for all expenses to get to Dalkeith House on your own from your U.K. arrival point. (This ground transportation expense will be reimbursed after submission of a completed TER to the WIS Administrative Office.)

It is critical that you communicate directly with the Resident Director at Dalkeith House with regard to your travel plans (all flight information, anticipated arrival date/time at Dalkeith House, contact phone number/s immediately prior to your arrival, etc.) and copy this information to the WIS Administrative Office in River Falls.

Departure and Arrival at Dalkeith House

Each semester the Program Director and/or the Resident Director will set arrival and departure dates. This is necessary to facilitate cleaning of the House before the next group's arrival.

All faculty are encouraged to be at Dalkeith House approximately one week prior to the arrival date of the students.

Rental Vehicles

Rental vehicles are conveniently available in Dalkeith and in nearby Edinburgh. When and if there is a "House" vehicle, this vehicle will not be available for personal use.