

Sample Letter to Parents of Participants

[Insert Date]

Dear Parent(s):

Your student has signed up to participate on [insert program name]. [Insert description of program and location]. This Rhodes College Off-Campus program is being led by [insert program leader(s) names and qualifications].

For your student's successful completion of this program, he/she will receive [insert course names, credits, related field experience, etc.]

The cost of this program is [insert total program cost]. This cost includes [insert what the cost includes]. Your student will be responsible for these additional expenses: [insert what the total cost does NOT include].

[Insert the payments schedule, deposit information and deadline, etc].

The Buckman Center for International Education at Rhodes College oversees all faculty/staff-led Off-Campus Programs. They have created a Pre-Departure Guide for your student's use, and a Family Pre-Departure Guide for your use. These materials include information on academic planning, health issues, student conduct and safety, as well as other general issues related to studying abroad. We encourage you to read and discuss these documents with your son or daughter prior to departure. You may find the contents of both the Pre-Departure Guide and the Family Pre-Departure Guide organized on the Buckman Center webpage: <http://www.rhodes.edu/2217.asp>. Additionally, you can request a paper copy of either of these Guides by contacting the Buckman Center.

For further information, please contact [Insert Program Leader(s)' name and phone number/email address]. You may also reach the Buckman Center for International Education at this number: (901) 843-3403. Their email address is: internationalprograms@rhodes.edu.

Many thanks for your support of this program.
Best regards,

[Signature]

[Insert Program Leader(s) name]

[Title]