



Study Abroad Incident Report Form

Washburn University ♦ Office of International Programs

1700 SW College Ave. ♦ Topeka, KS 66621

Phone (785) 670-1051 ♦ Fax (785) 670-1067

studyabroad@washburn.edu

www.washburn.studioabroad.com

Date of incident:

Location:

Time of incident:

Name of Student:

Student's WIN:

Email:

Relevant Phone Number(s):

Describe incident:

Details of incident: *(Print/type narrative)*

Actions Needed/Taken by Whom?

If student was injured, were they treated, and if so, where?

Was local emergency contact alerted?

Was the WU Study Abroad Insurance Provider TW Lord alerted?

Were expenses incurred? If so, include details and receipts.

Other Individuals Involved: *(ex: other students, WU employees, insurance company representatives)*

Contact Details of Relevant Others:

Name of Person Completing Report:

Title:

Local Phone:

Email:

Please complete this form within 24 hours of an incident, and submit to:

Tina Williams
WU Office of International Programs
studyabroad@washburn.edu
Fax to 785-670-1067

Thank you for your assistance in handling and reporting this situation.

For Office Use Only:

- On Campus follow up needed?
- Was the issue resolved?
- Suggested improvements?