

**Southwestern Community College District/SDICCCA
Florence Program
Spring Semester 2010**



Application Procedure

1. Complete the AIFS application form and Student Information Release form, securing the signature of your college's study abroad program coordinator and thus certifying your eligibility to apply.
2. Complete the top part of the Student Conduct Release Form, and submit it either to your education abroad coordinator or to your Dean of Student Affairs. This form must be completed by the Dean of Student Affairs, and then must be sent to the education abroad coordinator at your campus.
3. A deposit of \$400 (plus \$50 for the optional excursion, if applicable) is due with the application.
4. Attach a photocopy of the information page of your passport (the page with your picture). If you do not yet have a passport, please apply for one immediately and mail a copy once you have received it.
5. Mail or give the completed application form, four 2" X 2" head shot photographs, and deposit to the coordinator on your campus. See the program brochure for a complete list of participating colleges and their coordinators.
6. The balance of fees should be sent before the dates indicated directly to: American Institute For Foreign Study, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902-3788. Telephone: (800) 727-AIFS.

The AIFS program fee of \$6,840.00 (based on an enrollment of 45-49 participants) includes the following:

- ⇒ round-trip transatlantic airfare between the U.S. and Europe, and transfers between the overseas airport and your accommodations on the specified program dates. Additional mandatory airline-imposed fuel surcharge will be billed separately;
- ⇒ student housing in fully furnished, self-catering apartments within the historic center of Florence in twin-bedded rooms with typically four students sharing a two-bedroom apartment including a set amount of utilities, change of linen, and a regular cleaning service; (Note: All students will be housed in a hotel for the first night in Florence);
- ⇒ travel pass giving unlimited travel on the local bus network for the duration of the program;
- ⇒ orientation program consisting of an orientation meeting with AIFS staff; student information packet with handbook and local area information, etc.; half-day guided sightseeing tour of Florence; workshops on cultural differences, safety/security and travel; and a welcome dinner;
- ⇒ weekly program of subsidized cultural activities which may include cooking classes, wine tasting lectures, opera, sporting events, concerts and additional museum visits;
- ⇒ free wireless Internet access at the Study Center plus 50 hours of Internet access at a chain of Internet centers in Florence;
- ⇒ Italian language and Italian Life and Culture courses taught by qualified English-speaking guest lecturers focusing on historical, political, economic and cultural aspects of Italy and Florence;
- ⇒ museum pass for the duration of the program giving unlimited visits to the Uffizi Gallery, Accademia, Bargello, Pitti Palace, San Marco Museum, Boboli Gardens, Cenacolo di Sant'Andrea del Sarto, Giardino della Villa Medicea di Castello, Villa Medicea de Poggio a Caiano, Villa Medicea della Patraia and the Medici Chapel;
- ⇒ membership with borrowing rights to the British Institute library in Florence;
- ⇒ full-day guided excursion to Siena and San Gimignano by private bus with lunch and entrances;
- ⇒ full-day guided excursion to Perugia and Assisi by private bus with lunch and entrances;
- ⇒ farewell dinner;
- ⇒ mandatory Italian Police registration fees;
- ⇒ services of the AIFS Program Coordinator and office to provide on-site student and faculty services;
- ⇒ medical and program fee refund insurance policies;
- ⇒ \$50 non-refundable application fee.

Program fees do not include the following:

- ⇒ mandatory additional airline-imposed fuel surcharge of \$TBC (subject to change);
- ⇒ \$250 refundable damage deposit;
- ⇒ community college enrollment fees;
- ⇒ textbooks;
- ⇒ optional meal voucher plan consisting of 25 vouchers for \$485 for lunches or dinners in local trattoria;
- ⇒ optional overnight excursion to Rome for \$375, including round-trip transportation, hotel, breakfast, guided tours of the Vatican Museums and Ancient Rome, and the services of an AIFS representative throughout the excursion. A minimum of 15 participants is required for this tour to operate;
- ⇒ passport and visa fees if applicable;
- ⇒ field trips or excursions required by your instructors;
- ⇒ local or independent travel while in Florence;
- ⇒ personal expenses such as laundry;
- ⇒ optional personal effects coverage and medical insurance upgrade.

Please retain this page for your records.

PAYMENT SCHEDULE FOR AIFS FEES

<u>Spring Semester</u>	<u>Fee</u>	<u>Due Date</u>	<u>Optional</u>	<u>Fee</u>	<u>Due Date</u>
Enrollment deposit	\$400	Time of application*	Rome tour deposit	\$50	Time of application*
First payment	\$1,500	October 15, 2009	Rome tour balance	\$325	December 15, 2009
Second payment	\$1,500	November 16, 2009	25 Meal Vouchers	\$485	December 15, 2009
Balance of fees	<u>\$3,440</u>	December 15, 2009	Medical Insurance Upgrade	\$65	December 15, 2009
Sub-total	\$6,840		Personal Effects Coverage	\$90	December 15, 2009
Fuel Surcharge	\$TBC	December 15, 2009			
Damage Deposit (Mandatory/ Refundable)	<u>\$250</u>	December 15, 2009			
Total	\$7,090				

Checks should be made payable to "AIFS." You may also use American Express, MasterCard or Visa. See application form. All students must submit the \$400 deposit (plus \$50 for the tour, if selected) with the completed application. Financial Aid students are responsible for paying, by December 15, 2009, the airfare (\$895); fuel surcharge (\$TBC [subject to change]); \$250 refundable damage deposit; \$485 meal voucher package (if applicable); a \$600 program reservation deposit; tour deposit if applicable; and any remaining balance that will not be covered by aid.

Please note: A \$35 returned check fee will be charged on all checks returned by the bank for insufficient funds.

*And no later than Thursday, November 12, 2009, to be included in the group flight.

AIFS TRANSPORTATION PACKAGE

Tickets purchased from AIFS are exclusively on scheduled airlines (not charters). They are not endorsable to another carrier. Flights are not necessarily direct or non-stop, and frequent flyer miles are not applicable. The AIFS Transportation Package includes round-trip ground transportation between the airport in Italy and your accommodations on the regularly scheduled program dates. AIFS will book flights on the dates indicated on this application only.

In order to be eligible for the group airfare, you must submit your application and deposit no later than Thursday, November 12, 2009.

Participants wishing to cancel from the flight must notify AIFS in writing by Tuesday, December 15, 2009. Cancellation penalties will apply. Tickets are non-refundable after this date.

AIFS Airfare Regulations: Return must be to original U.S. departure point. Tickets are subject to airline availability. No refunds are available for any unused portion of ticket. Tickets cannot be rerouted, and stopovers are not permitted. Once in Italy participants may be able to change their return date, but only if that date is available and in the same class of service in which the ticket was booked. Only the ticketing agent can provide this information. Participants are subject to agency and airline-imposed change fees and space availability. Group round-trip ground transportation to and from the airport in Italy is on the regularly scheduled program dates only.

AIFS cannot guarantee that all passengers will be booked on the same flight.

A minimum of 10 students must take the flight for it to be offered.

PROGRAM DATES

Spring Semester, 2010

Thursday, February 11, 2010	AIFS flight departs U.S. for Italy.
Friday, February 12, 2010	Arrive in Florence. Program begins.
Saturday, April 24, 2010	Program ends. AIFS flight departs Italy for the U.S.

PART E – HEALTH AND HOUSING INFORMATION

Please complete the following questionnaire carefully. Your housing assignment will be made based on the information that you provide. All requests are taken into consideration.

Name _____ School _____ Term _____

SHARED ACCOMMODATIONS

Please note that specific housing requests cannot be guaranteed.

Please note that single rooms are very limited and are allocated for a supplemental fee according to special needs, e.g. medical, age-related

Do you smoke? Yes No Do you object to a roommate who smokes? Yes No

What time do you get up in the morning? _____ What time do you normally go to bed? _____

Do you consider yourself a quiet person? Yes No Where do you prefer to study? room library elsewhere

Are you receiving any special medical treatment? Yes No If yes, specify: _____

Do you have any physical condition that prevents you from climbing stairs? If yes, specify: _____

Roommate preference (if known) (1) _____ (2) _____

Do you have any special reason for requesting a single room? If so, please specify: _____

Do you like to cook your own meals? often occasionally never

What type of music do you prefer? _____ Do you normally listen to music in your room? Yes No

Are there any hobbies or interests you would like to pursue while in Florence? _____

PART F – ADDITIONAL INFORMATION

Studying in another country requires considerable adaptability. This is part of both the challenge and the reward. Your willingness to answer these questions will assist the AIFS staff in providing you with a housing situation that is most likely to meet your needs. Please note that specific requests cannot be guaranteed.

Do you have any special dietary needs? * If yes, please describe _____

Do you consider yourself a conservative or liberal person? Conservative Liberal

Do you have any allergies or chronic ailments? Yes No If yes, please describe _____

Are you presently under treatment for any mental or emotional matters? Yes No If yes, please describe _____

Are you presently taking any prescription medication on a regular basis? Yes No If yes, please list and state purpose _____

Studying abroad requires a great deal of physical mobility. Do you feel you are able to perform the essential functions of studying abroad with or without any special requirements?* If you do have special requirements, describe the requirement you would need and how this would enable you to participate.

* AIFS cannot guarantee to accommodate special requirements and requests.

Agreement and Release Form

I, the undersigned, (and my parents or guardian if I am a minor), an Applicant for an overseas study program of the American Institute For Foreign Study, Inc. (the "Institute"), acknowledge that I have read and accept the terms and conditions set forth in the AIFS application/brochure, which are incorporated in this agreement. This agreement is a legally binding contract. I acknowledge and accept the terms of the refund policy as outlined below:

If a participant withdraws in writing

On or before October 15, 2009

After October 15, but on or before December 15, 2009

After December 15, 2009

She/he receives

All fees paid less \$150 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

All fees paid less \$400 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

No refund, and student is responsible for entire program fee.

All requests for refund must be made in writing, signed, and addressed or faxed to: **Registrar, AIFS, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902; fax number (203) 399-5597. Unsigned withdrawal statements will not be processed.**

I unconditionally release the Institute from any claims for damage, injury, loss, or expense of any nature resulting from events beyond its control, including without limitation: Acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulations. This release also applies to any losses arising from the use of any vehicle or from the selection of, or from any act or omission by any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service/organizer, hotel service, hotel, restaurant, school, university/college, or other firm, agency, company or individual, unless the loss is caused by the gross negligence of the Institute.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that the Institute cannot provide supervision or support during periods of independent travel.

I agree that if I become ill or incapacitated, the Institute or its emergency assistance company may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I release the Institute from any liability relating to this medical care. I also authorize the Institute to take whatever action it deems to be necessary and in my best interest (including transporting me out of the host country or back to the United States, at my own, or my parents' expense) in the event of political unrest or any other unforeseen event or condition. If the Institute incurs on my behalf any costs not covered by its general liability insurance I (and my parents) agree to make immediate repayment upon my return.*

I will comply with the Institute's rules, standards and instructions, and understand that failure to do so may result in being sent home at my (or my parents') expense, with no refund. I understand that my participation may be terminated if I am expelled from school or otherwise disciplined by school or civil authorities, or if the Institute, in its sole discretion, determines that my conduct is incompatible with the interests, harmony, comfort or welfare of the other students. I (and my parents) agree to indemnify the Institute if I do anything that causes the Institute to sustain financial loss or liability.

I understand that the Institute provides insurance coverage for my benefit while in the program, including limited health, accident, accidental death, personal effects and tuition refund insurance. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that the Institute is not responsible for any uninsured losses.

I understand that the Institute reserves the right to make changes, cancellations or substitutions in cases of changed conditions or emergency, or based upon the interest of the group. I understand if I am terminated from the program, there will be no refund of AIFS fees.

I understand that obtaining a passport and any other required travel documents is my sole responsibility. I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that if I am not a U.S. citizen, a visa may be required for entry to the countries I plan to visit (or travel through) while a participant on this program. I further understand that it is my sole responsibility to determine my visa requirements and obtain the appropriate visa(s), and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents and visas for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that from time to time the Institute's publicity material may include statements by its participants and/or their photographs, and I consent to such use of my comments and photographic likeness.

This agreement will be effective when my application is accepted by the Institute and shall be governed by the laws of the State of Connecticut. This agreement cannot be modified except in writing by the Institute.

I agree that any dispute with the Institute that is not settled informally will be submitted to binding arbitration, to be conducted in substantial accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement, I understand that I am giving up my right to have any claim against the Institute decided in Court before a judge or jury.

References in this agreement to "the Institute" shall include the American Institute For Foreign Study, Inc., and all of its agents, employees, affiliated companies, campus directors, chaperones, group leaders, teachers, host school and school officials. All references to "parents" of the applicant shall include the legal guardian or other adult who is responsible for, and authorized by law or court order to make legal decisions and to enter into binding contracts on behalf of the applicant.

If I am using financial aid to pay for all or part of my AIFS program fees, and if that aid is canceled or reduced by my institution or lending agency after I have embarked on the AIFS program, I am immediately responsible for full payment of all fees. Failure to make payment will result in my administrative withdrawal from the program.

Signature of Applicant

Date

I certify that I am the parent or legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility), and hereby waive any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the Applicant, any claim arising from the Applicant's participation in the program.

Signature of Parent/Guardian if Applicant is under 18 years of age

Date

*A special substitute paragraph is available to members of the Christian Science faith.