

Pasadena City College

Registration for Summer 2009 Germany, Switzerland & Austria Program

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Program Duration: August 2 – August 16, 2009 **Departure City:** Los Angeles, CA

ENROLLMENT PROCEDURE – Please read all directions carefully

1. Attach a \$ 400 deposit check (made payable to LeonardoWorld LLC) to this Registration Form and mail them to: LeonardoWorld LLC, 9370 Sky Park Court, Suite 230, San Diego, CA 92123
2. All subsequent payments are to be sent to LeonardoWorld LLC as well.

CONTACT INFORMATION

Please indicate your proper given name (No nicknames, no abbreviations. Please enter your precise name, as it appears, or will appear, on your passport).

Proper First Name:		Last Name:		
Address:		City:	State:	Zip:
Home Phone: () - -	Cell Phone: () - -	Email:		
Gender: Male Female Date of Birth: / /	Are you a U.S. Citizen? Yes No, I am a citizen of _____	Passport # _____		
*If you are not a US Citizen, you must check with the appropriate consulate about entry or visa requirements of the countries you will visit.				

Accommodation Request:

The price of the program is based on sharing a twin-bedded room. Please check all that apply:

Single room in hotels (\$320 Supplement) Single room in residence hall (\$200 supplement)

Please check ONE of the following

Non-Smoking Smoking Name of preferred roommate _____

PAYMENT OPTIONS

Please review the options below and mark the box(es) next to the option(s) that best describes how you will pay for your program. We understand that your initial choice may change or that you may use a combination of payment methods.

Payment by check, money order or cashier's check: Make payable to LeonardoWorld LLC and send to our office by the due date indicated.

Credit Card*: We accept Visa and Mastercard. Please call or e-mail our office for a credit card authorization form. For your protection, we do not take credit card information over the phone.

- The program price on the brochure is presented at a 3% discount and valid only for payment by cash, check, cashiers check, money order or bank transfer. Payments by credit card will not be subject to the 3% discount.

OPTIONAL QUESTIONNAIRE

Responding to the following questions is optional. The information provided will be kept strictly confidential and will only be disclosed to the parties involved: your study abroad advisor, your program professors and LeonardoWorld LLC. The information will not be shared with fellow program participants.

- Do you have any medical or psychiatric conditions? No Yes If yes, please explain:
 - Are you currently taking any prescription medication? No Yes If yes, please explain:
 - Do you have any physical conditions that require special consideration? No Yes If yes, please explain:
 - Do you require a special diet, such as vegetarian or kosher meals? No Yes If yes, please explain:
 - Do you smoke? No Yes
 - Do you object to a roommate smoking? No Yes
 - Do you consider yourself a quiet person? No Yes
 - Please tell us any additional information that you feel may help us better place you with roommates.
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Emergency Contact:

Please list the name and contact information of the person you would like us to contact in the case of an emergency.

Name _____ Relationship _____

Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

I have carefully read the Registration Form and the Reservation Information. I agree to the registration and reservation guidelines. All participants must be 18 years of age or older by the day of departure. Selection to the program will be granted on a space available basis and is subject to the priority selection criteria stated in the program brochure.

Student Signature _____ Date _____

Any registration for an individual under 18 years of age, at time of signature, needs to be signed by a parent or guardian as well.

Parent's or Guardian's Name _____

Parent's or Guardian's Signature _____ Date _____

Reservation Information – VERY IMPORTANT, PLEASE READ THOROUGHLY!

PROGRAM PRICES

Prices are listed in U.S. dollars and are based on the exchange rate. Prices are subject to change. Price adjustment may occur if airfare conditions, prices for land services or exchange rates are revised. Price is based on a minimum of 20 students. Itinerary and certain program components are subject to change by agreement with the institution if the minimums are not met.

THE PRICE INCLUDES

The items included in the price are clearly listed under "The Price Includes."

THE PRICE DOES NOT INCLUDE

The price does not include passport and visa fees, immigration and custom fees, excess baggage charges, insurance, transportation, accommodation and meals other than "Included", laundry service, telephone calls, beverages of any kind except coffee or tea with breakfast and all other items of personal nature.

RESERVATIONS

A deposit is required at time of reservation.

Deposit	\$400 at the time of registration
Second Payment	\$1500 by March 1, 2009
Final Payment	Balance by May 1, 2009

CANCELLATIONS

In the event that you cancel your participation in the program, you need to inform LeonardoWorld LLC in writing. Cancellation date is the day when LeonardoWorld LLC has received your written cancellation notice at the place of LeonardoWorld's business.

<u>Date of Cancellation</u>	<u>Cancellation Fee</u>
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By March 1, 2009	\$300*
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March 2 – April 1, 2009	\$1500*
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May 2, 2009 or later	No Refund
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(*)The asterisk means that the cancellation fee is the amount shown plus any other unrecoverable charge imposed by airlines and other suppliers of services such as insurance companies.

INSURANCE

LeonardoWorld LLC's Travel Abroad Insurance is included in this program.

REFUNDS

The refunds, if applicable, will be based upon the provided cancellation schedule. No refunds will be made for any components such as meals, accommodation and other items resulting from the participant's absence or other situations that may make the participant not utilize such services.

DEVIATIONS

In general it is possible to deviate from the itinerary. A deviation fee in the amount of \$100 PLUS the cost of the change will apply (anywhere from \$0-\$300 depending on availability and routing). Deviation requests have to be submitted in writing. Please be aware that once a deviation has been processed, any further deviation will cost an additional \$100. The deviation request deadline for this program is **May 2, 2009**. No deviations will be processed past this deadline.

NON-USAGE OF AIRFARE

The participant may request to arrange for his/her own airfare and be reimbursed by LeonardoWorld LLC for non-usage of airfare. Please call LeonardoWorld LLC for the specific deduction amount. Please be advised that LeonardoWorld LLC does not provide additional airport transportation for participants who do not fly with the group. LeonardoWorld LLC does also not compensate the participant who misses out on included items due to his/her different flight schedule. The non-usage of airfare request deadline is **May 2, 2009**. Requests past this deadline will result in penalties, which will reduce the original deduction amount.

PASSPORT AND OTHER TRAVEL DOCUMENTS

U.S. and non-U.S. citizens are required to possess a valid passport for travel destinations. U.S. citizens and non-U.S. citizens participating in this program are requested to check with consulate offices of the countries visited for detailed visa information. It is the sole responsibility of each participant to possess the appropriate documentation necessary to enter the countries on their itinerary. LeonardoWorld LLC is not responsible for participants obtaining passports and visas. LeonardoWorld LLC is not responsible for any of the participant's expenses, cancellations and/or losses related to the participant not possessing the appropriate passport and visa documentation.

BAGGAGE

It is recommended to take one suitcase only and one carry-on bag. Carry-on items need to be under conveyance of the owner. Airline regulations required that the carry-on items must fit underneath the airline seat in front and the item's dimensions are limited to 45 inches. It is the responsibility of each participant to be in compliance with the airline's baggage checking and size regulations. For luggage packing regulations, please visit www.tsa.gov

AIRLINE RESPONSIBILITY

No IATA airline shall be liable for any loss, damage, injury, accident, delay or irregularity which may be occasioned by reasons of defect or through the acts of omission of any person or company performing or rendering the services, other than carriage by air, described in this program brochure. The services described in this program brochure other than transportation furnished by an IATA carrier are furnished by independent contractors who are not servants of or joint venturers or partners with an IATA carrier.

RESPONSIBILITY

LeonardoWorld LLC of San Diego, California, acts only in the capacity as agent for suppliers of services providing arrangements. LeonardoWorld LLC does not own or operate any of the suppliers of services such as airlines, transportation companies, hotels, restaurants, educational institutions and other suppliers. LeonardoWorld LLC is not liable for the failure of any such supplier to render transportation, accommodation and other services that are considered part of the travel arrangements privately or by LeonardoWorld LLC. The program participant agrees that LeonardoWorld LLC as well as the sponsoring educational institution assume no liability whatsoever for loss of property, injury, accident, illness, death, irregularity and delays during the duration of the program. In addition, the program participant agrees to hold LeonardoWorld LLC harmless for damage and delay due to equipment problems, quarantine, declared or undeclared war and insurrection, terrorist and criminal activity, revolt, civil disturbance, hostility, military action, strikes, labor unrest, any "act of God" or nature and for any act of any third party. The participant, by registering for this program, agrees that LeonardoWorld LLC is not responsible for delay, rerouting, omission and additional expense resulting from the passenger's improper travel documents such as passport, visa and health document. Any losses and expenses related to such circumstances are within the responsibility of the program participants and not of LeonardoWorld LLC. LeonardoWorld LLC is not responsible for acts of any government authority. LeonardoWorld LLC reserves the right to adjust itinerary and contents and to substitute accommodation providers as deemed necessary. LeonardoWorld LLC reserves the right to accept or decline any person as a program participant as well as to refuse to retain any participant's membership in the program. The "Passage Contract" in use by the public air carriers, when issued, shall remain the sole contract between the carrier and the passenger. Certain other provisions will be listed on the application form. By registering for this program, the participant agrees to all such terms and conditions.

ARBITRATION

Any dispute arising out of, or relating to this or other study abroad programs and its extensions, shall be submitted to non-binding arbitration under the Federal Arbitration Act. The non-binding arbitration shall take place in the County of San Diego, State of California.