

**Pasadena City College
Oxford Program
Spring Semester 2010**



Application Procedure

1. Complete the AIFS application form, securing the signature of your college's study abroad program coordinator and thus certifying your eligibility to apply.
2. Attach deposit of \$450, plus \$50 for the Scotland tour, if selected.
3. 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.
4. Mail the completed application form, four 2" X 2" head shot photographs, and deposit 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 application must reach AIFS no later than Friday, December 18, 2009.** *Please note this is not a postmark date but the date the form must reach AIFS.*
5. The balance of fees should be sent before the dates indicated directly to: American Institute For Foreign Study.

The AIFS program fee of \$7,065.00 includes the following based on a minimum enrollment of 25 participants:

- ⇒ round-trip airfare between Los Angeles and London, and round-trip transfers overseas between the airport and Oxford on the specified program date(s), excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$392 (subject to change)*;
- ⇒ orientation program consisting of an information packet, orientation meeting with AIFS staff, and a guided walking tour of Oxford including entrance to an Oxford University College followed by an afternoon tea at the College;
- ⇒ accommodation in single-room homestays on a half-board (breakfast and dinner) basis. *Meals and housing will not be provided during the nine-day Spring Break.*
- ⇒ access to student computer, Internet and reference library facilities on the Oxford Brookes University campus. Students will also be able to use the Student Union and sports facilities on campus (there is a subsidized charge for all students who wish to use the sports facilities), and the Oxford Public Library;
- ⇒ services of an AIFS staff member to visit the group regularly and be available to answer any questions;
- ⇒ full-day guided excursion to London by private coach with a panoramic tour of London, boat trip along the River Thames, entrance to the Tower of London, and an evening theater performance in the West End;
- ⇒ full-day guided excursion to Stonehenge and Bath by private coach including entrance to Stonehenge, guided walking tour of Bath and entrance to the Roman Baths;
- ⇒ full-day guided excursion to Canterbury and Dover by private coach, including tour of Canterbury Cathedral, and visit to Rye with entrances to Lamb House and Ypres Tower with Rye Castle Museum;
- ⇒ medical and program fee refund insurance policies;
- ⇒ non-refundable \$50 application fee.

Program fee does not include the following:

- ⇒ mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$392 (subject to change);
- ⇒ \$250 refundable damage deposit;
- ⇒ optional four-day/three-night trip to Scotland including round-trip train transportation, hostel accommodation on a bed-and-breakfast basis, three-day guided bus tour of the highlands and islands of Scotland, evening meals and the services of an AIFS staff member throughout the tour for \$595 (subject to enrollment);
- ⇒ enrollment fees to your college;
- ⇒ textbooks;
- ⇒ meals not listed above;
- ⇒ passport and visa fees if applicable;
- ⇒ personal expenses;
- ⇒ anything not listed above;
- ⇒ optional personal effects coverage and medical insurance upgrade.

* AIFS will provide you with a round-trip ticket between Los Angeles and London, England, including transfers between the overseas airport and your program site on the specified program dates, excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$392 (subject to change) for which you will be billed separately.

Please retain this page for your records.

PAYMENT SCHEDULE FOR AIFS FEES

<u>Spring Semester</u>	<u>Fee</u>	<u>Deadline</u>	<u>Optional</u>	<u>Fee</u>	<u>Deadline</u>
Enrollment deposit	\$450.00	December 18, 2009	Optional Scotland Deposit	\$50.00	December 18, 2009
Balance of fees	<u>\$6,615.00</u>	January 13, 2010	Optional Scotland Balance	\$545.00	January 13, 2010
Sub-total	\$7,065.00		Personal Effects Coverage	\$90.00	January 13, 2010
Damage Deposit (mandatory/refundable)	\$250.00	January 13, 2010	Medical Insurance Upgrade	\$65.00	January 13, 2010
Airline Taxes (subject to change)	<u>\$392.00</u>	January 13, 2010			
Total	\$7,707.00				

Checks should be made payable to "AIFS." You may also use American Express, MasterCard or Visa. See application form. All students must submit the \$450 deposit and \$50 tour deposit, if applicable, with the completed application. Financial Aid students are responsible for paying, by January 13, 2010, the airfare (\$260), taxes/fees/fuel surcharges (\$392—subject to change), \$250 refundable damage deposit, a \$600 program reservation deposit, 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.

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 from the airport in London to your accommodations on the regularly scheduled program dates. AIFS will book flights on the dates indicated on this application only.

Participants wishing to cancel from the flight must notify AIFS in writing by Wednesday, January 13, 2010. 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 Oxford 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 London is on the regularly scheduled program dates only.

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

PROGRAM DATES

Spring Semester, 2010

Wednesday, March 3, 2010	AIFS flight departs U.S. for London, England
Thursday, March 4, 2010	Arrive in London, transfer to Oxford
Friday, April 9, 2010	
to	Spring break
Sunday, April 18, 2010	
Thursday, May 20, 2010	End of program. AIFS flight departs 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 _____

SINGLE-ROOM HOMESTAY

Please complete the following questions to assist the AIFS staff in finding a suitable host family for you.

Father's name _____ Occupation _____

Mother's name _____ Occupation _____

Ages of brothers and sisters _____

Major _____ Year _____

Jobs done in the past _____

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

Would members of the host family who smoke elsewhere in the house/apartment bother you? Yes No

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

Would you prefer to live in a household with children or without? With Without

Would you object to being placed with a single-person host? Yes No

Do you have any allergies to household pets? Yes No

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

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

If there are any more details about yourself which you think would help with roommate selection and assist your host in getting to know you better, please state below:

PART F – OPTIONAL DATA

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 an accommodation that is most likely to meet your needs.

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, 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 December 18, 2009

After December 18, 2009, but on or before January 13, 2010

After January 13, 2010

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 \$450 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 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 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 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 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, and 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.

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

Printed Name

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