

**Oregon International Education Consortium  
London Program, Spring Quarter 2010  
March 25 – June 4**

**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. You must be at least 18 years old by March 25, 2010, to apply.
2. A deposit of \$450 is due with the application (includes a \$50 non-refundable application fee).
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. Return the completed application form and payment to: American Institute For Foreign Study, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902.
5. The balance of fees should be sent before the deadline directly to: American Institute For Foreign Study, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902. Telephone (800) 727-2437.

**The AIFS program fee is \$6,195 and includes the following (based on an enrollment of 15-19 participants):**

- ⇒ accommodation in a twin room in a homestay within a residential neighborhood of London in the inner three zones of the London transport system. Continental breakfast will be provided in the homestay five days per week, and students will have access to the kitchen for the preparation of other meals;
- ⇒ London Transport travel pass valid for unlimited use on buses and underground trains in travel zones 1-3 for the duration of the program;
- ⇒ orientation program consisting of an orientation meeting with AIFS staff; student information packet including comprehensive student handbook, local area information, etc.; a welcome reception and a half-day guided sightseeing tour of London by private coach;
- ⇒ two-credit British Life and Culture course taught by local guest lecturers, focusing on historical, political, economic and cultural aspects of contemporary Britain, including weekly lectures and three related field trips;
- ⇒ cultural program of activities including two full day trips (to Oxford and Stonehenge/Salisbury), three theater performances, a football match and a Jack the Ripper walking tour;
- ⇒ special membership of the University of London Union giving access to Union clubs and societies, low-cost student cafeterias and, at an additional cost, sports facilities;
- ⇒ membership with borrowing rights of the local public libraries;
- ⇒ computer lab at the wireless-enabled AIFS Student Center with free access to e-mail and Internet facilities;
- ⇒ access to the AIFS Student Services staff;
- ⇒ medical and program fee refund insurance policies;
- ⇒ \$50 non-refundable application fee.

**Program fees do not include the following:**

- ⇒ round-trip transatlantic airfare (Portland – London – Portland) including round-trip airport transfers overseas between the airport and the student housing in London on the regular program dates for \$675\*;
- ⇒ mandatory additional airline-imposed fuel surcharge of \$222 (subject to change);
- ⇒ \$250 refundable damage deposit;
- ⇒ optional four-day/three-night weekend excursion to Scotland for \$595;
- ⇒ tuition fees to your college;
- ⇒ textbooks;
- ⇒ passport and visa fees if applicable;
- ⇒ field trips or excursions required by your instructors;
- ⇒ local or independent travel while in London;
- ⇒ personal expenses such as laundry;
- ⇒ optional personal effects coverage and medical insurance upgrade.

\*AIFS offers round-trip transportation between Portland and London including round-trip transfers between the airport and your program site, at a cost of \$675, excluding a mandatory airline-imposed fuel surcharge of \$222 (subject to change) for which you will be billed separately. Please mark your application form if you wish to purchase the flight, and you will be billed accordingly. A minimum of 10 participants must take the AIFS flight for it to be offered.

Please retain this page for your records.

## PAYMENT SCHEDULE FOR AIFS FEES

<u>Spring Term</u>	<u>Fee</u>	<u>Due Date</u>	<u>Optional</u>	<u>Fee</u>	<u>Due Date</u>
Enrollment deposit	\$450.00	January 8, 2010	Airfare	\$675.00	February 10, 2010
Balance of fees	<u>\$5,745.00</u>	February 10, 2010	Fuel (subject to change)	\$222.00	February 10, 2010
Sub-total	\$6,195.00		Scotland Tour Deposit	\$50.00	January 8, 2010
Damage Deposit (Mandatory/ Refundable)	\$250.00	February 10, 2010	Balance of Scotland Tour	\$545.00	February 10, 2010
Total	<u>\$6,445.00</u>		Medical Insurance Upgrade	\$65.00	February 10, 2010
			Personal Effects Coverage	\$90.00	February 10, 2010

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 with the completed application. Financial Aid students are responsible for paying, by February 10, 2010, the airfare (\$675), fuel surcharge (\$222 [subject to change]), \$250 refundable damage deposit, \$50 tour deposit (if applicable), 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

Participants have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Participants choosing this option should note the following restrictions: 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 purchase the Transportation Package must notify AIFS in writing by Friday, January 8, 2010. Participants wishing to cancel from the flight must notify AIFS in writing by Wednesday, February 10, 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 London 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.

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

***AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application. A minimum of 10 participants must take the AIFS flight for it to be offered.***

## PROGRAM DATES

### Spring Quarter, 2010

Thursday, March 25, 2010	AIFS flight departs U.S. for London, England.
Friday, March 26, 2010	Arrive in London. Transfer to your accommodations.
Thursday, April 15, 2010 to	Optional weekend trip to Scotland.
Sunday, April 18, 2010	
Friday, June 4, 2010	End of program. AIFS flight departs for the U.S.

**American Institute For Foreign Study  
Oregon International Education Consortium  
London Program – Spring Quarter 2010**

**PHOTOS**  
Please attach 4 2" X 2" head shot photographs with your name and program on the back of each. Please do not send photocopies. They must be actual photographs.

**Instructions:**

1. Please type or print in black ink.
2. Provide proper payment information in Section C and, if enclosing a check, make it payable to the "American Institute For Foreign Study."
3. Be sure you have read the payment schedule and refund policy set forth in this application.
4. Be sure to read and sign the Agreement and Release on the opposite side.
5. If your mailing address includes a P.O. Box or Route Box number, please be sure to give a street address where you can receive shipments/packages.
6. Attach a copy of the information page of your passport, or mail when received.

**PART A - PERSONAL DATA**

Name \_\_\_\_\_  Male  Female Telephone # (\_\_\_\_\_) \_\_\_\_\_  
(first, middle and last names as they appear on your passport)

Home Address \_\_\_\_\_  
(Permanent) Number Street City State ZIP

E-Mail Address \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Citizen of \_\_\_\_\_  
mm/dd/yy (Visas may be required for non-U.S. passport holders)

Passport No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Date of Expiration \_\_\_\_\_ Issued by \_\_\_\_\_

Emergency contact while abroad \_\_\_\_\_ Emergency phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Emergency E-Mail Address \_\_\_\_\_ Relationship \_\_\_\_\_

**PART B – REGISTRATION INFORMATION**

The AIFS program fee, based on an enrollment of 15-19 participants, is \$6,195. Please note that the program fee does not include airfare, a mandatory additional airline-imposed fuel surcharge of \$222 (subject to change) and a \$250 refundable damage deposit that are due by the final payment deadline.

1. Do you have a documented learning disability? If "yes," bring a letter from your college disability services suggesting specific accommodations to your instructors.  Yes  No

**Optional Program Components:**

2. Do you wish to purchase the AIFS Transportation Package? Please note your departure city and date. **This form must be returned no later than Friday, January 8, 2010.**  Yes  No  
Departure City – Portland \$675, fuel surcharge \$222\*  
Departure Date – Thursday, March 25, 2010  
Return Date – Friday, June 4, 2010

3. Do you wish to participate on the optional tour to Scotland at a cost of \$595? If yes, enclose a \$50 non-refundable deposit to reserve your place on the tour. A minimum of 15 participants is required for this tour to operate.  Yes  No

4. Insurance: Do you wish to purchase either of the following options:  Medical Insurance Upgrade – \$65  
 Personal Effects Coverage – \$90  
\*airline fuel surcharge subject to change

**PART C – PAYMENT OPTIONS**

Deposit amount due is \$450. Your payment must accompany this application. Applications received without payment will not be processed. Return this form and payment to your college's program coordinator.

Will you be applying financial aid to your AIFS program fee?  Yes  No If yes, have you already applied for financial aid at your school?  Yes  No

Check one:  My check/money order is enclosed payable to "American Institute For Foreign Study" (AIFS), or  
 Bill my credit card for \$450, or  Bill my credit card for the entire program cost.

Note: AIFS cannot accept ATM/debit/check cards above your daily limit. If you are charging your fees to a credit card, please supply the following information:

Check one:  Visa  MasterCard  American Express

Credit Card # \_\_\_\_\_ Expiration date \_\_\_\_\_ Amount to be charged \$ \_\_\_\_\_

Signature \_\_\_\_\_ Cardholder's address \_\_\_\_\_

Phone \_\_\_\_\_ Name on card (if different from yours) \_\_\_\_\_

**PART D – ACADEMIC APPROVAL**

Signature of your college's program coordinator certifying your eligibility to apply: \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## 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 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

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

Do you mind if there are children in the homestay?  Yes  No

Would you object to being placed with a single-person host?  Yes  No Do you have any allergies to household pets?  Yes  No

Housemate preference (if known) (1) \_\_\_\_\_ (2) \_\_\_\_\_

What type of music do you prefer? \_\_\_\_\_ Do you normally listen to music in your room?  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 London? \_\_\_\_\_

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

## 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 a housing situation 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 January 15, 2010

After January 15, 2010, but on or before February 10, 2010

After February 10, 2010

She/he receives

All fees paid less \$150 (includes the \$50 non-refundable application fee and a \$100 processing fee) plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

All fees paid less \$450 (the initial deposit) 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 I must be 18 years of age by the date of departure and confirm that I will not apply if I will not be 18 years of age by the required date.

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.