

Application Procedure – 2009 Summer Programs

1. The fastest way to reserve your/ your child's space on the chosen program is to use our online option for application and payment. Go to www.educulture.org and click the *How to apply* link. **Complete the PRELIMINARY APPLICATION FORM and pay the \$95 non-refundable application fee.**

Alternatively, you may complete the application page found at the end of this packet and mail it with a \$95 check made payable to ECI.

2. Upon receipt of your/ your child's initial application form and fee, you/ your child will automatically be enrolled in our Medical Expense / Emergency Assistance Insurance / Travel Delay Protection / Baggage Delay or Loss Coverage at no extra cost to you.
3. Instructions on how to log in and complete your / your child's application will be emailed to you once the initial online application is submitted. Please ensure that you / your child completes all portions of Application, including Host Family Introduction Letter and pictures.
4. Please ensure that your/ your child's Teacher Recommendation Form is mailed back to ECI (either directly from teacher or from you). If the student is not accepted into our program based upon an unfavorable teacher recommendation form, any payments made for Cancellation / Interruption Insurance will be refunded to you.
5. Sign and return to ECI the Personal Responsibility Contract.
6. A deposit of \$1500 will be due within two weeks of initial application. If you wish to purchase the Cancellation Insurance, payment is also due at this time.
7. We will confirm receipt of your \$95 application fee via email along with **a time-sensitive option to purchase Trip Cancellation / Interruption Insurance** (Insurance Decision Form), a highly recommended way to protect your trip investment.
8. **Within 15 days**, we must receive written notification as to whether you accept or decline the Optional Trip Cancellation / Interruption Insurance and payment if you accept.
9. A third payment of \$1500 is due by Friday, March 6, 2009.
10. The balance is due 60 days prior to travel.

(Please note that this is our general payment plan. To arrange a customized option or for any additional information you may need, contact Tracy Cone at 510.845.2230; Tracy@educulture.org)

- ❖ **A comprehensive Orientation Meeting will take place in the San Francisco Bay Area in May or early June. This will be an opportunity to meet other participants, ask questions, and receive additional materials & cultural information. Approximately 50% of our participants live in other areas of the country, and these students will be mailed a packet with all relevant materials.**

Additional Payment Information – 2009 Summer Programs

- ❖ The application fee of \$95 covers Medical Expense / Emergency Assistance Insurance / Travel Delay Protection / Baggage Delay or Loss Coverage. It also covers pre-departure orientation & educational materials. It is separate from the Total Program Fee and is non-refundable.
- ❖ All Program Fee payments will be deducted from the Total Program Fee. Please refer to APPLICATION PROCEDURE – 2009 SUMMER PROGRAMS for an outline of due dates.
- ❖ It is the parent's responsibility to make sure all payments arrive at ECI's office by their due dates. Parents must assume responsibility for late payments due to mail delays or other unlikely circumstances. Students whose payments are not received on time may lose their place in the program or be subject to a late payment charge.
- ❖ Applications made 60 or fewer days prior to departure will be treated on an individual space-available basis. Full payment will be due at the time of application, and completed application materials will be due within one week.

Edu-Culture International (ECI) Refund Policy

After airline tickets are purchased and paid in full to the airline by ECI on behalf of a student, they become the property of the student and their cost is non-refundable. That portion of the Program Fee, once this occurs, is not included in the following refund policy:

- Prior to December 12, 2008: All Program Fee payments less \$150
- Between December 12, 2008, and March 6, 2009: All Program Fee payments less \$500
- Between March 6, 2009, and June 5, 2009: All Program Fee payments less \$1200
- After June 5, 2009: No refund

Cancellations must be received by ECI in writing by the above dates for refunds.

Any student who is unwilling to abide by ECI guidelines or who is believed to jeopardize the welfare of others will be dismissed without refund of program fees and sent home at the expense of his/her parents. ECI reserves the right to cancel any program due to insufficient enrollment. In this case, all program fees would be refunded.

We **strongly advise** the purchase of Cancellation/Interruption Insurance. As indicated on the previous page, an Insurance Decision Form will be sent to you after we receive your initial deposit. To obtain the Pre-Existing Exclusion Waiver, Supplier Financial Insolvency, and coverage for certain Terrorist Act(s), this form plus payment must be sent to our office **within 15 days** of the date on the form.

PRELIMINARY MAIL-IN APPLICATION FORM

– Please mail this page with a \$95.00 check to ECI.

Edu-Culture International

P.O. Box 2692

Berkeley, CA 94702

CLEARLY CHECK THE PROGRAM TO WHICH YOU ARE APPLYING:

SPAIN:

- | | |
|---|---|
| <input type="checkbox"/> Salamanca 1 Session A | <input type="checkbox"/> Nerja Summer Study |
| <input type="checkbox"/> Salamanca 1 Session B | <input type="checkbox"/> San Sebastián Summer Study Session A |
| <input type="checkbox"/> Salamanca 2 | <input type="checkbox"/> San Sebastián Summer Study Session B |
| <input type="checkbox"/> Salamanca 3 | |
| <input type="checkbox"/> Granada Summer Study | |
| <input type="checkbox"/> Granada/Nerja Combo | |
|
<input type="checkbox"/> Customized Total Immersion - Spain | |

COSTA RICA:

- | | |
|--|--|
| <input type="checkbox"/> Natural Wonders | <input type="checkbox"/> Expedition Costa Rica |
|--|--|

FRANCE:

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Lyon Homestay | <input type="checkbox"/> Aix-en-Provence Session A | <input type="checkbox"/> Toulouse |
| | <input type="checkbox"/> Aix-en-Provence Session B | |
|
<input type="checkbox"/> Customized Total Immersion - France | | |

Please print the student and parent email address clearly on the form below, as future correspondence will be sent to you via that email address.

Parent Name(s) _____

Best Day Phone(s) _____ Best Evening _____

Mailing Address _____

Parent Email _____

Student Name _____

Date of Birth _____

Student Email _____

Student's School _____

Foreign Language Teacher _____

Years of foreign language completed as of June 2009 _____ (2 yrs. of middle school count as one year of high school)

Parent

Signature _____ Date _____