

Application Procedure – 2010 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 **How to Apply** link. Complete the *Preliminary Application Form* and pay the \$125 non-refundable application fee.

Alternatively, you may complete the application page found at the end of this packet and mail it with a \$125 check made payable to ECI.

2. Upon receipt of the initial application form and fee, your child will automatically be enrolled in our Medical Expense / Emergency Assistance Insurance at no extra cost to you.
3. **Instructions on how to log in and complete your child's application will be emailed to you once the initial online application is submitted.** Please ensure that you and your child complete all portions of Application, including Host Family Introduction Letter and photos.
4. Please ensure that your child's Teacher Recommendation Form is mailed back to ECI (either directly from teacher or from you). If a student is not accepted into our program based upon an unfavorable teacher recommendation form, payments made for Cancellation / Interruption Insurance will be refunded.
5. Ensure that you and your child carefully read and the ***Personal Responsibility Contract***. Please mail a signed copy back to ECI.
6. Payment of \$1500 (deposit + Program Fee #2) will be due within two weeks of initial application.
7. We will confirm receipt of your deposit via email – plus 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 or Cancel At Any Time Insurance Plans and payment if you accept.
9. Program Fee #3 of \$1500 is due by Friday, March 5, 2010.
10. The balance is due by Friday, April 23, 2010.

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

An orientation meeting will take place for local families in the San Francisco Bay Area in May or early June. Since almost 50% of our participants live in other areas of the country, all pre-departure information will also be available online in the secure student login area.

Additional Payment Information – 2010 Summer Programs

1. The application fee of \$125 covers Medical Expense / Emergency Assistance Insurance. It also covers pre-departure orientation & educational materials. It is separate from the Total Program Fee and is non-refundable.
2. All Program Fee payments will be deducted from the Total Program Fee. Please refer to **Application Procedure – 2010 Summer Programs** for an outline of due dates.
3. 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.
4. 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 5, 2009: All Program Fee payments less \$150
- Between December 5, 2009, and March 5, 2010: All Program Fee payments less \$500
- Between March 5, 2010, and June 4, 2010: All Program Fee payments less \$1200
- After June 4, 2010: 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 \$125.00 check to ECI:

Edu-Culture International
P.O. Box 2692
Berkeley, CA 94702

Clearly check the program to which you are applying:

- Spain:**
- Salamanca 1 - Session A
 - Salamanca 1 - Session B
 - Salamanca 2
 - Salamanca 3
 - Granada/Nerja Combo
 - Customized Total Immersion - Spain
- Costa Rica:**
- Natural Wonders
 - Expedition Costa Rica
- France:**
- Lyon Homestay
 - Toulouse
 - Customized Total Immersion - France
 - Nerja Summer Study
 - San Sebastián Summer Study - Session A
 - San Sebastián Summer Study - Session B

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

Parent Name(s) _____

Best Day Phone(s) _____ Best Evening Phone(s) _____

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 2010 _____
(2 yrs. of middle school count as one year of high school)