

**Chaffey College**  
**London and Edinburgh Art History Program**  
**Summer 2006**



**Application Procedure**

1. Complete the AIFS application form, securing the signature of your college's study abroad program coordinator thus signifying your eligibility to apply.
2. Attach a check for \$450 payable to "AIFS."
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. Give the completed application form to the contact person at your school: Kim Dunn, Chaffey College, 5885 Haven Avenue, Rancho Cucamonga, CA 91737. Telephone (909) 477-8633. E-mail: kim.dunn@chaffey.edu
5. The balance of fees should be sent 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 \$2,765 and includes the following (based on a minimum enrollment of 15 participants):**

**London Section -**

- ⇒ accommodation in shared homestays on a bed-and-breakfast basis Monday through Friday, and weekend access to the kitchen for the preparation of light meals;
- ⇒ an orientation program with AIFS staff upon arrival consisting of an orientation meeting, and a welcome packet containing a handbook, local maps, and program information;
- ⇒ a London Transport travel pass for use on buses and the underground trains for travel between your homestay and the AIFS Student Center for the duration of the program;
- ⇒ a guided sightseeing tour of London by private coach to see some of London's most famous attractions: Piccadilly Circus in the heart of the West End, the Houses of Parliament on the banks of the River Thames, Buckingham Palace and the Tower of London;
- ⇒ visits to the National Gallery, National Portrait Gallery, British Museum, Victoria and Albert Museum, Tate Modern Gallery, Courtauld Gallery and Tate Britain;
- ⇒ a ticket to a London theatre performance;
- ⇒ two guided day-trips by private coach to Stonehenge and Bath, and Brighton with entrances;
- ⇒ a guided walking tour of the South Bank area of London;
- ⇒ access to the AIFS Student Center and an AIFS representative;
- ⇒ use of the computer facilities at the AIFS Student Center for e-mail and Internet access;
- ⇒ train transfer to Edinburgh;

**Edinburgh Section -**

- ⇒ four-nights accommodation in a tourist-class hotel in twin rooms including daily continental breakfast;
- ⇒ transport pass for use in central Edinburgh;
- ⇒ guided sightseeing tour with entrance to Edinburgh Castle
- ⇒ visits to the National Gallery of Scotland, and Scottish National Gallery of Modern Art;
- ⇒ medical and program fee refund insurance policies;
- ⇒ \$50 non-refundable application fee.

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

- ⇒ Round-trip transatlantic airfare from Los Angeles to London/Edinburgh to Los Angeles, and round-trip transfers between the airports airport and accommodations on specified program date(s) for \$670.00;\*
- ⇒ mandatory additional U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$230.00 (subject to change);\*
- ⇒ \$125 refundable damage deposit;
- ⇒ tuition fees to your college;
- ⇒ textbooks;
- ⇒ meals other than those listed above;
- ⇒ passport and visa fees if applicable;
- ⇒ additional field trips or excursions required by your instructors;
- ⇒ personal expenses such as laundry;
- ⇒ optional personal effects coverage and medical insurance upgrade.

\* AIFS will provide you with a round-trip ticket from Los Angeles to Edinburgh, including round-trip transfers between the airports and your program site, at a cost of \$670.00 excluding mandatory additional U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$230.00 (subject to change) for which you will be billed separately. Please mark your application form and Travel Information Form if you wish to purchase the flight.

## PAYMENT SCHEDULE FOR AIFS FEES

<u>Summer Program</u>	<u>Fee</u>	<u>Deadline</u>	<u>Optional</u>	<u>Fee</u>	<u>Deadline</u>
Enrollment deposit	\$450.00	March 23, 2006	Airfare	\$670.00	April 12, 2006
Balance of fees	<u>\$2,315.00</u>	April 12, 2006	Taxes/Fees (subject to change)	\$230.00	April 12, 2006
Sub-total	\$2,765.00		Personal Effects Coverage	\$80.00	April 12, 2006
Damage deposit (Mandatory/ Refundable)	<u>\$125.00</u>	April 12, 2006	Medical Insurance Upgrade	\$60.00	April 12, 2006
Total	\$2,890.00				

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 with the completed application.

**Please note: A \$35 returned check fee will be charged on all checks returned by the bank for insufficient funds.**

## AIFS TRANSPORTATION PACKAGE

Students have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Students 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 airports in London and Edinburgh to your accommodations on the regularly scheduled program dates. AIFS will book flights on the dates indicated on this application (see the attached Travel Information Form). Participants who choose an alternate return date are responsible for their transfer from their accommodations to the airport.

Students wishing to purchase the Transportation Package must notify AIFS in writing by March 23, 2006. Students wishing to change their return flight date must notify AIFS in writing by April 12, 2006, and must pay a \$50 change fee at the time the request is made. Please note, this is a \$50 charge per change and includes adding to or canceling from the flight. AIFS cannot guarantee that all passengers will be booked on the same flight.

Students wishing to change their return flight date after April 12, 2006 must wait and do so directly with the airline once they are in London or Edinburgh. All changes must be made **directly with the airlines** and are subject to airline change fees (approx. \$150-\$250) and space availability. Tickets cannot be rerouted and stopovers are **not** allowed.

*AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application and Travel Information Form.*

## PROGRAM DATES

Tuesday, May 30, 2006	Depart U.S. for London, England.
Wednesday, May 31, 2006	Arrive in London and transfer to your accommodations.
Monday, June 12, 2006	Train transfer to Edinburgh
Friday, June 16, 2006	Program ends. Depart Edinburgh for the return flight to the U.S.

## Agreement and Release Form

I, the undersigned, (and my parents or guardian if I am a minor), 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 April 12, 2006

After April 12, 2006 but before May 19, 2006

After May 19, 2006

She/he receives

All fees paid less \$250 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 the student is responsible for the 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, or my parents' expense) in the event of political unrest or any other unforeseen event or condition. If the Institute incurs any expense on my behalf I (and my parents) 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 (or my parents') 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 (and my parents) 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 that 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. 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 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. All references to "parents" of the applicant shall include the legal guardian or other adult who is responsible for, and authorized by law or court order to make legal decisions and to enter into binding contracts on behalf of the applicant.

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

I certify that I am the parent or legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility), and hereby waive any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the Applicant, any claim arising from the Applicant's participation in the program.

Signature of Parent/Guardian if Applicant is under 18 years of age

Date

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



## 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 London staff in finding a suitable host family for you.*

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

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

Roommate 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

If there are any more details about yourself, which you think would help your host to get to know you better, please state below:

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*Please note that in Edinburgh you will be housed in a twin room with your London homestay roommate*

### 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. Please note that specific requests cannot be guaranteed.

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 \_\_\_\_\_

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Are you presently under treatment for any mental or emotional matters?  Yes  No      If yes, please describe \_\_\_\_\_

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Are you presently taking any prescription medication on a regular basis?  Yes  No      If yes, please list and state purpose \_\_\_\_\_

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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.

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*\* AIFS cannot guarantee to accommodate special requirements and requests.*

## TRAVEL INFORMATION SHEET

Please complete this form even if you have already completed the first page of this application, and return it to AIFS by March 23, 2006. Participants have until April 12, 2006, to make changes to their return flight. Each change, including adding to or canceling from the flight, requires a \$50 fee.

- I will purchase the AIFS Transportation Package departing from Los Angeles on Tuesday, May 30, 2006, for London, England.
- I will return from Edinburgh, Scotland, to Los Angeles on Friday, June 16, 2006.

Or you may choose an alternate return date at no additional cost:

- Friday, June 23, 2006, or  Friday, June 30, 2006.
- I understand that ground transportation from my accommodation to the airport in Edinburgh is provided for the return flight on Friday, June 16, 2006, only.
- I also understand that accommodations are covered only through Thursday, June 15, 2006.
- Optional Return Flight** – For an additional fee of \$80 you may choose an optional return date other than the two alternate dates listed above. Please provide the following information:

Return date choice #1 \_\_\_\_\_ Return date choice #2 \_\_\_\_\_

- I will not purchase the AIFS Transportation Package and will provide my own transportation to and from Europe. I understand that I also must provide my own transfers between the airports in London and Edinburgh and the accommodations, at my own cost.

**All flight requests must be received in writing by March 23, 2006. Requests received after that time will be taken on a space-available basis. Students changing their return flight must pay a \$50 fee per change. Return flight changes will not be accepted after April 12, 2006.**

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

**AIFS Airfare Regulations:** Return must be to original U.S. departure point. No charters. Cancellation fee is \$75-\$250 if written notice is received 45 days prior to U.S. departure. No refunds are possible within 45 days of departure. Tickets are subject to airline availability and are not endorsable to another carrier. No refunds are available for any unused portion of ticket. Frequent flyer miles do not apply, 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 airline can provide this information. Tickets must be taken to the nearest ticket agency or airport ticketing office to secure a return date change (minimum fee charged by airlines to change is approximately \$150-\$250). Participants are subject to airline change fees and space availability. Group round-trip ground transportation to and from the airports in London and Edinburgh is on the regularly scheduled program dates only.

Passenger Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)