



China Trip Application

Carl Sandburg College

March 10-20 2017

Personal Information

Last Name	First Name	Middle Initial
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Local Address	City	County	State	Zip
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Cell phone number, with area code	Email Address
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Summer Address (if applicable)	City	County	State	Zip
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Birth Date

CSC ID (if applicable)

- I will be at least 18 years of age by March 10, 2017
 Male Female *For room assignment only*

Academic Information

Check *all* that apply:

- I will be a Sandburg student for the Spring 2017 semester
 I will be a Sandburg alum in Spring 2017
 I am a Sandburg faculty member
 I will enroll in INS 100 for credit for Spring 2017
 I will enroll for International Relations for Spring 2017
 I am participating in the trip only

Passport Information

Do you have a passport? Yes No

Name exactly as it appears on your passport

Country of Citizenship

Passport number

Passport Expiration

Your passport is not required at time of application. All participant passports must expire *after* 20 October 2017. Participants without a current passport are advised to apply for one as soon as possible. Participants are responsible for all passport and visa fees. Passport and visa information must be submitted by December 1, 2016.

Payment Information

The application fee of \$300 is due with the application. Final Application deadline is October 1, 2016. The remaining fees are due as scheduled below.

August 1, 2016	\$300	Participants have the option of enrolling in a monthly payment plan with equal payments spread according to the date of registration. Communicate with the trip leader, James Hutchings, for details.
September 15, 2016	\$500	
November 1, 2016	\$500	
December 15, 2016	\$500	
February 1, 2016	Remaining Balance	

Tuition for academic credit is not included in trip fees. Tuition payment is due according to established college guidelines for tuition payment and may be refunded according to college policy. Financial Aid may be applied to program fees for students enrolled in designated courses for academic credit according to financial aid eligibility. Payments may be made through cash, check paid to CSC: China 2017, or credit card through the Business Office and are subject to the cancellation/refund policy.

Additional Information

Have you ever been on academic or disciplinary probation, or are charges currently pending? Yes No

Explain, if necessary: _____

Have you ever been convicted of a felony or are charges currently pending? Yes No

Have you traveled abroad before? Yes No If so, where? _____

How did you hear about this trip?

- | | | |
|--|--|---|
| <input type="checkbox"/> James Hutchings | <input type="checkbox"/> Lara Roemer | <input type="checkbox"/> Other CSC faculty member |
| <input type="checkbox"/> CSC student | <input type="checkbox"/> Poster/brochure | <input type="checkbox"/> College event |
| <input type="checkbox"/> College Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other _____ |

Included in trip cost:

- Airfare
- Double occupancy hotel
- Excursions, classes, and museums in & around Beijing
- One dinner and acrobat show

Not included:

- Passport fees, approximately \$120
- Required Visa, approximately \$150
- Most meals
- Shopping, souvenirs, spending money
- Single Room supplement, \$400 (optional)
- Tuition for course credit

Policies

- I recognize that I may not be accepted into the program. I may also be removed from the program for reasons, such as failure to make payments as schedule, failure to submit required forms and materials in a timely manner, failure to attend pre-departure orientation, failure to obtain travel documents, and failure to disclose information.
- Refunds will be issued as follows:
 - Before August 1, 2016 \$100 penalty
 - Before September 15, 2016 \$300 penalty
 - Before November 1, 2016 \$800 penalty
 - Before December 15, 2016 \$1300 penalty
 - After January 1, 2017 **No refund will be issued and full program cost will be billed**
- I recognize that countries have different laws and standards, such as the American Disabilities Act. If accommodation is required, it is my responsibility to submit those in writing upon application.
- Participants are advised to obey local laws. If a participant faces charges, the College is not responsible for legal assistance. The tour group will maintain its schedule and the individual is responsible for reuniting with the group or making her/his own arrangements to return to the United States.
- Participation is limited. If the program is full, applications will be kept and names placed on a waiting list. Available places will be filled as available and will be based on vendor restrictions and timing.
- During the cultural trip, there may be personal time available. Independent activities are at my own risk.
- Although some travel insurance is mandatory, participants should know that countries often require pre-payment for medical care in cash.
- Participants are responsible for all personal expenses associated with the trip, including but not limited to souvenirs, snacks, most meals, etc.
- Participants are expected to represent that college during all travel and activities. Failure to meet behavioral expectations may lead to dismissal from the program. Participants dismissed will be returned to the United States at their own expense. Any expenses incurred as a result of violating behavior expectations will be billed to the participant by the college.
- All refund requests must be made in writing to be eligible for any refunds, according to the schedule above. Carl Sandburg College reserves the right to assume participation and full payment unless or until this written notice is submitted to James Hutchings, Study Abroad coordinator.
- In the event that the trip receives more applications than it has space, applicants will be waitlisted in the order that they are accepted, including application fee. Those who are unable to be accommodated will receive a full refund of the application fee. Those who are accepted later are responsible to meet payment deadlines as outlined above.
- I have read and understand the payment policies, refund schedule, and expectations and understand I am subject to cancellation penalties.

Agreement of Understanding

To the best of my knowledge, the information contained in this application is accurate and complete. I have examined the conditions under which the enrollment is completed, along with program descriptions, costs, terms, and conditions, and find them acceptable.

Applicant name (print): _____

Applicant Signature: _____

Date: _____