

Payment Information

The application fee of \$500 is due with the application. Final Application deadline is October 1, 2018. The remaining fees are due as scheduled below.

August 1, 2018	\$500
September 15, 2018	\$600
November 1, 2018	\$600
December 15, 2018	\$600
February 1, 2019	Remaining Balance

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.

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 refunds may be applied to program fees according to financial aid eligibility. Payments may be made through cash, check paid to CSC: Holocaust 2019, 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?

James Hutchings

Lara Roemer

Other CSC faculty member

CSC student

Poster/brochure

College event

College Website

Social Media

Other _____

Included in trip cost, subject to change:

- Roundtrip airfare to Munich
- Hotel and/or hostel stay
- Breakfast
- Train to Salzburg
- All day-trips and excursions
- 3 dinners

Not included:

- Passport fees, approximately \$120
- Additional lunches and dinners
- Shopping, souvenirs, spending money
- Single Room supplement, \$450 (optional)
- Tuition for course credit at Sandburg

Policies

- I recognize that this is a limited enrollment program and I may not be accepted into it for any reason, including availability, priority access, or other criteria which may or may not be disclosed to applicants. 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, 2018 \$100 penalty
 - Before September 15, 2018 \$500 penalty
 - Before November 1, 2018 \$1000 penalty
 - Before December 15, 2018 \$1500 penalty
 - After January 1, 2019 **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 included, 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.
- 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 upon receipt of application and deposit. 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: _____