



Travel & Education

Program Information Sheet and Application form

2013

PHOTO
Please, attach 2
passport size
photos with your
name and program
on the back of
each. See
"Application
Procedure" below

APPLICATION PROCEDURE AND CHECKLIST

- Complete this application form in its entirety and sign where indicated.**
- Attach two official PASSPORT SIZE head shots** (pictures of face only). T&E will not accept personal photos or printed copies. These photos will be used to create official T&E IDs. On the back of each photo write your full name, college and year and term of program (John Smith, USA High School, Summer 2012).
- Attach a copy 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.
- Secure the signature of your high school's study abroad program coordinator in Part C** thus signifying your eligibility to apply.
- PLEASE READ AND FOLLOW IMPORTANT GUIDELINES ON FLIGHT BOOKINGS (PART F), IF YOU DO NOT FOLLOW T&E GUIDELINES YOU WILL NOT BE PROVIDED WITH TRANSFERS TO/FROM MADRID AIRPORT.**
- Make a copy of this document for your records.**

PART A – PERSONAL DATA

Name: _____ Male Female Telephone # (____) _____
(First and last names as they appear on your passport)

Home Address _____ / _____ / _____ / _____ / _____
(Permanent) Number Street City State ZIP

E-Mail Address _____ Cell Phone (____) _____

Age _____ Date of Birth _____ / _____ / _____ Social Security # _____ Citizen of _____
(mm/dd/yyyy) (Visas may be required for non-U.S. passport holders)

Passport No. _____ Date of Issue _____ / _____ / _____ Date of Expiration _____ / _____ / _____ Issued by _____

Emergency contact while abroad _____ Cell Phone (____) _____

Address _____ / _____ / _____ / _____ / _____
Number Street City State ZIP

Emergency E-mail Address _____ Relationship _____

PART B- ACADEMIC and PROGRAM INFORMATION

Home Institution (your university): _____

T&E Program information: Summer Semester Please specify program dates _____

Current Classification: Undergraduate Graduate Professional Other _____

Major _____ Minor _____ Cumulative GPA _____

Proficiency in Spanish: No Background Elementary Intermediate Advanced Superior/fluent

If you are under the age of 18, in order for you to take part in a T&E HS program there will need to be a chaperone present. For students who require a T&E chaperone, T&E does not guarantee official acceptance until an appropriate chaperone has been assigned. T&E chaperone assignments are based on a review of the group rosters for the current year for minimum participation, the date of the chosen program and the location of the participant. The chances for chaperone confirmation increase during the months of July and August. If you already have a chaperone please have them complete PART E of this application below.



PART C – ACADEMIC APPROVAL

I will chaperone the above applicant during the duration of their chosen program in Spain. As a chaperone my sole responsibility will be to provide a point of reference for the applicant and to make sure that the general program itinerary is being understood and reinforced and to assist the applicant (if necessary) with any requests and /or issues that arise regarding the T&E program. Any deviations from the T&E program and T&E policies for the benefit of the overall experience of the participant will need to be discussed with T&E on-site staff for approval.

Signature of your high school's program coordinator certifying your eligibility to apply required below:

NAME (print) _____
 SIGNATURE _____

TITLE _____
 DATE _____

PART D- PAYMENTS AND DEADLINES

Deposit amount due is **\$95**. Your payment must accompany this application. Applications received without deposits will not be processed. Return this form and payment to your college's program coordinator. Check one:

- My Check/Money order is enclosed payable to "Travel and Education", or
- Bill my credit card for \$95, or
- Bill my credit card for the entire program cost (please specify amount below)

T&E cannot accept ATM/debit/Check cards above your daily limit. If you are charging your fees to a credit card, please supply the following information:

- VISA
- MASTERCARD
- DISCOVER

CREDIT CARD# EXPIRATION DATE /

AMOUNT TO BE CHARGED \$, . 3 DIGIT CDC ON BACK OF CARD

Cardholder's Address _____
 Phone _____ Name on Card (if different from yours) _____

IMPORTANT NOTE: All payments made by credit card will be assessed a 3% handling fee for which participant will appear on the T&E electronic invoice.

PART E – HEALTH AND HOUSING INFORMATION – Shared Homestay

Studying in another country requires considerable adaptability — this represents both a challenge and a reward. Your willingness to answer these questions will assist the T&E staff in providing you with a housing that is most likely to meet your needs. Please note that specific housing preferences cannot be guaranteed

ROMMATE PREFERENCE (If known) (1) _____ (2) _____

1. DO YOU HAVE ANY ALLERGIES (TO HOUSEHOLD PETS OR OTHER) OR CHRONIC AILMENTS? Yes No
 If _____ yes, _____ please _____ describe:

2. DO YOU HAVE ANY SPECIAL DIETARY NEEDS? Yes No
 If yes, please describe: _____

3. DO YOU HAVE ANY **PHYSICAL LIMITATIONS** THAT WOULD REQUIRE **SPECIAL ATTENTION OR SERVICES**? Yes No
 (If yes, please provide a letter from a medical professional outlining the details of your condition -see note below)

4. ARE YOU PRESENTLY UNDER TREATMENT FOR ANY **MENTAL OR EMOTIONAL MATTERS**? Yes No
 If yes, please describe _____



5. ARE YOU PRESENTLY TAKING ANY **PRESCRIPTION MEDICATION** ON A REGULAR BASIS? Yes No

If yes, please list and state purpose

6. Studying Abroad requires a great deal of physical mobility. Do you feel you are able to perform the essential functions of studying abroad without any special requirements? Yes No

If no, please provide a separate statement outlining your special requirements (see special note by T&E below)

NOTE FOR PARTICIPANTS WITH SPECIAL NEEDS: T&E cannot guarantee that all services offered at a participant's home university can be matched abroad. While it's true that people from around the world have special needs, it is also true that each country or culture may be unique as to how they approach an individual with a disability or the specific needs they require. Generally speaking, the United States is well prepared for handling disabilities of any level. However, when traveling abroad you can expect differences and even daily limitations that you would not generally witness within the States. Efforts are made to provide special accommodations, within reason. However, differences in disability services can be significant from one country or city to another, and it is beneficial to all involved if students are fully advised of services prior to committing to a particular program. Please be aware that neither T&E nor the host institution will be providing any special services aside from the assurance of accessibility to courses and housing. All other services are offered as a courtesy to help make the program as comfortable as possible for participants with physical and emotional limitations. Additional services may carry a supplemental charge. Finally, if a student is found to require special attention that has not been disclosed in this application, T&E reserves the right to make appropriate changes to the program including possible restrictions which may be necessary for the general safety and wellbeing of the participant and T&E service providers.

7. DO YOU SMOKE? Yes No

8. Do you object to a roommate who smokes? Yes No

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

10. Would you prefer to live in a household with CHILDREN or without? with without

11. Would you object to being placed with a single person host? Yes No

If there are any other details about yourself which you think would help with the homestay selection and assist your host family in getting to know you better please state here:

PART F – TRANSFERS and GUIDELINES FOR BOOKING TRAVEL

A NOTE ON PROVIDED TRANSFERS

T&E uses two forms of transfer from the Barajas airport in Madrid to your final destination. After review of the itineraries provided by all of the participants in a given month, T&E coordinates either a private bus for groups of 20 or more or makes arrangements one of the largest and most comfortable bus lines in our region. In both cases there will be a T&E representative to greet you at the arrival gate to help direct you. The T&E Philadelphia office will provide you with detailed instructions about your particular situation with regards to transfers generally 2 weeks before your program start date.

A NOTE ON BOOKING FLIGHTS

We understand that you may be eager to find flights once you have enrolled in the program however we urge you to follow the guidelines provided below to ensure that you receive the full benefits of your chosen T&E program:

1. Do not book flights prior to receiving official acceptance letter and official program start dates from T&E (see below)

2. DATES

Travel dates will be the Friday before your program start date and the Saturday following your program end date.

EXAMPLE: PROGRAM DATES: Program start date: Monday March 7th, 2011
Program end date: Friday March 18, 2011

TRAVEL DATES: US Departure: Friday March 4th, 2011
Return to US: Saturday March 19th, 2011

3. TIMES

Do not book flights that depart Madrid before 1pm Madrid time

Avoid flights that arrive in Madrid later than 10am Madrid time (Spain is 6/9 hours ahead)



T&E reserves the right to make changes to program start and end dates based on changes made by the Universities and partnering institutes in Spain however, generally, if your program officially begins on a Monday you should book your flight for Friday for a Saturday arrival (east bound transatlantic flights are usually red-eye flights) and Sunday orientation with our T&E Coordinator. Transfer arrangements from Barajas airport in Madrid are made based on the guidelines listed above. If the guidelines are not followed you will run the risk of incurring additional costs and inconveniences associated with missed transfers. Those who have chosen a homestay will also be inconveniencing the families to which they have been assigned. Please contact T&E if you have any doubts before booking your flights.

PART G - AGREEMENT AND RELEASE FORM

I, the undersigned, and (my parents or guardian if I am a minor-under the age of 18), an Applicant for an overseas study program of Travel & Education ("the Institute"), acknowledge that I have read and accept the terms and conditions set forth in the T&E application/brochure, which are incorporated in this agreement. This agreement is a legally binding contract.

T&E Code of Conduct

Students are expected to conduct themselves appropriately and respectfully, and will abide by the rules established by any of the following: T&E Study Abroad office, program directors, program staff, housing hosts (apartment, homestay, residence). In addition, students act as representatives of their home institutions and as such will be expected to abide by rules of conduct set forth by that institution while they are overseas as well as those rules of conduct set forth by the foreign host institution.

Any student who would engage in disrespectful, hostile, dishonest, or violent behavior that threatens not just him/herself but more importantly any other person, or the program itself will immediately be subject to disciplinary action and could be expelled from the program, and thereby sent home at his/her with no refund at all.

Our Students are expected to take full responsibility for their own actions at all times during their stay abroad. Students are expected to abide Spanish rules, laws and regulations since they will be legally subject to the same laws and regulations that govern the rest of Spanish citizens. There are a number of situations under which the resident director or T&E staff have the authority to immediately dismiss a student from his/her study abroad program. Some of those situations or behaviors are the following, which will end up with the student dismissal from the program: 1) Violation of the laws, rules and regulations, or customs of the host country, community, institution and program; 2) Continued bad behavior for which the student has been already advised; 3) Irresponsible behavior that could put in danger the rest of the study abroad group academically and physically; 4) Damages or endanger of the housing rules and regulations within the organization facilities as well as family houses; 5) Alcohol misuse or abuse; 6) Physical assault; 7) Sexual harassment; 8) Possession or make use of illegal substances; 9) Theft.

Drug and Alcohol regulations

Within Travel and Education there is a zero-tolerance policy regarding anything that has to do with the possession, use, exchange or distribution of illegal drugs and / or substances by students participating in any T&E Study Abroad program. This will warrant immediate expulsion from the program in which the student in violation will be required to vacate the provided accommodations immediately and they will be sent home at their expense or the expense of their legal guardian. For T&E under-aged participants US laws will apply with matters concerning the purchase and / or consumption of alcohol. If T&E becomes aware of the possession or consumption of alcohol by its under-aged participants it will be a gross violation of this code of conduct and they will be formally served with a first and final warning after which, should the student not follow the plan for improvement outlined in the formal warning, he or she will be required to vacate the provided accommodations immediately and will be sent home at their expense or the expense of their legal guardian however T&E will assist in the logistics of the return.

Imposed Curfew and T&E Chaperoned Outings

All students under the age of 18 will have an imposed curfew of 12am. Due to the fact that Spain has a vibrant night life which is an important part of Spanish culture, in the interest of providing students with experiences that cover all aspects of Spanish life, T&E will provide a chaperoned outing once a week for students who are interested. The outings will consist of an adult T&E chaperone per group. Students will begin their evening by visiting some of the more popular Tapas Cafes in the city followed by visit to various specifically and carefully chosen popular night spots. There will be absolutely NO consumption of alcohol permitted on these outings and they will conclude at 2am when various T&E representatives will be assigned to personally escort each student back to their respective accommodations.

NOTE:

Spanish families with small children will tend to stay out until 12-1am during the spring and summer months therefore the 2am return time is considered a reasonable and acceptable time for chaperoned minors in the cultural context of Spain.

Housing regulations

Apartment owners, residence hall directors, and host families will let the T&E students know all about housing rules and regulations upon their arrival in Spain. T&E also provides a set of housing rules in the "T&E Acceptance and Orientation Packet" and the formal on-site orientation upon arrival which will be signed by each participant. From that moment students have whole responsibility for their actions. If at any time during the staying a student is not comfortable with his housing option, he/she should address the situation with the T&E Resident Director. Moving into a different housing would only be allowed once during any given summer, semester or year long program. Students are prohibited to change housing without notifying the program Resident Director even if the move to another homestay is permissible by the new homestay family. If causing a severe infraction of housing regulations, T&E directors, in consultation with the rest of the staff, will determine whether or not the student has to be dismissed from the housing facility and/or face other penalty, which could go up to expulsion from the Study Abroad program. Finally, if a student is expelled from his/her housing but permitted to remain participating in the program, the student will be responsible for finding and paying for the an alternative housing on his/her own. In the case that housing could not be found, the student would be required to go back to the US and so be deprived of academic credit and any financial refund. Under-aged participants will be imposed a curfew time of 12am daily.



Academics

Travel and Education requires that students enrolled in its programs meet a certain academic status standards ensuring academic progress toward a good completion of the program of study while studying abroad in Spain. Student must maintain full time status, have a satisfactory academic evolution and meet the attendance regulations set forth by the host institution. Also, T&E students must at all times maintain a minimum grade point average of 2.0. Students who do not maintain these standards will receive a warning right away. If the student continues his/her poor academic behavior after the receiving the first warning the student will be put on probation and will face possible dismissal from the program. This will result in losing any possibility to receive a transcript or academic credit from the Spanish host institution. Certain actions will result in immediate expulsion from the program: Plagiarism and cheating.

General Agreement

I will comply with the Institutes rules, standards and instruction, 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 acknowledge and accept the terms of the refund policy as outlined below:

If participant withdrawals in writing...

on or before the final payment due date.

1-9 days after the final payment due date.

10-20 days after the final payment due date.

21 days or more days after the final payment due date.

he / she receives...

all fees paid less \$95 deposit.

all fees less \$95, \$295 confirmation payment and insurance fees or any other fees paid by T&E on the students behalf.

all fees less \$95, \$295 confirmation payment, insurance fees and \$1000 plus any other fees incurred by T&E on the students behalf.

No refund.

All requests for refund must be made in writing, signed, and addressed or faxed to: T&E, 111 S. Independence Mall East, Suite #970, Philadelphia, PA 19106; Fax number 215-238-0236. 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 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 when taking part in any activities organized by T&E that are part of T&E program offerings such as Go-Karts, horseback riding, swimming and others. T&E will not be responsible for injuries resulting from willful and/or gross reckless and negligent behavior which will be grounds for immediate dismissal from the activity or any future activities offered through the program with no reimbursement. Also, the Institute cannot provide supervision or support during the 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, on my behalf, any costs not covered by its general liability insurance, I (and my parents) agree to make the immediate repayment upon my return.

I understand that the Institute provides insurance coverage for my benefit while in the program, including limited health and accident insurance while on Spanish soil and a comprehensive US emergency medical coverage and trip cancellation and interruption policy that must be purchased separately. 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 if I am terminated from the program, there will be no refund of T&E fees.

I understand that obtaining a passport and any other required documents for participation in the program and to indemnify the Institute for any costs that result from my failure to obtain the required documentation.

I understand that if I am not a U.S. citizen, a visa may be required for entry to the countries I plan to visit (or transit through) while a participant on this program. I further understand that it is my sole responsibility to determine my visa requirements and obtain the appropriate visa(s), and I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents and visas 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 promotional 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 Pennsylvania. 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 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 Travel and Education Corporation 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 T&E program fees, and if that aid is cancelled or reduced by my Institution or lending agency after I have embarked on the T&E program, I am immediately responsible for the full payment of all fees. Failure to make payment will result in my administrative withdrawal from the program.

Required Disciplinary Information:

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to misconduct or behavioral misconduct which resulted in probation, suspension, removal, dismissal or expulsion from the institution?

YES NO

2. Have you ever been convicted of a misdemeanor, felony or other crime?

YES NO

If you answered "yes" to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

SIGNATURE REQUIRED BELOW IN ORDER TO PROCESS APPLICATION:

By signing below I acknowledge that I have read, understood and agree to all of the information, rules and guidelines set forth in this application. I also certify that the details I provided in the Required Disciplinary Information section are true.

SIGNATURE OF APPLICANT

DATE

I certify that I am the parent of legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such as parts as my 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 claims arising from the Applicant's participation in the program.

SIGNATURE OF A PARENT / GAURDIAN IF APPLICANT IS UNDER THE AGE OF 18

DATE

PLEASE MAKE A COPY OF THIS AGREEMENT AND RETAIN FOR YOUR RECORDS