



Leader & Adult Participant Program Application

PROGRAM INFORMATION

Destination: _____

Year: _____ Spring (Feb., Mar., Apr.) Summer (May, June, July)

Teacher organizing your program: _____

School with which you're traveling: _____

Print your legal name EXACTLY as it will appear on your passport.

For ISE use: ____ / ____

Sig \$ _____

FS P S MO B T CC

Ltr LDR CoLDR AP

Pic _____

FMP

LAST NAME

FIRST NAME

MIDDLE NAME

Birth Date: ____ / ____ / ____

Female Male

CONTACT INFORMATION

Please send mailings to me at: School Home

I am presently teaching: Y N Subjects: _____

School where I teach: _____ City: _____ State: _____

School Email: _____ School Phone: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Preferred or Alternate Email Address: _____

Emergency Contact: _____ / _____ Phone: _____
(Name) (Relationship to You)

YOUR HEALTH

Please indicate any medical condition or disability of which your group leader or host family should be aware. (Allergies, dietary needs, medications, must be managed by the participant and not require special attention.) ISE may request additional information.

LANGUAGE & TRAVEL EXPERIENCE

I have traveled with ISE before: No Yes Year: _____ Destination: _____

I have traveled abroad before: No Yes Destination(s): _____

I speak _____ (non-English language) fluently, well, fair, I am a native speaker

ACCOMMODATIONS DURING FAMILY STAY

Some ISE programs include family stays for all leaders and adult participants, and we can try to arrange adult family stays for programs that don't automatically include this. You should be prepared to speak the target language with the host family. ISE may request additional information.

Please indicate your preference below:

- To have a **FAMILY STAY MYSELF**, if possible (please submit a "Dear Family" letter, photo and application)
- To stay in an **ISE-arranged HOTEL** in the hosting community (there is an additional cost for non-leaders)
- To be **INDEPENDENT** and travel at my own expense (when I am not on-call as a leader). I will return to the family stay community for the last night of the family stay so I am ready to depart with the group the next morning. (Non-leaders: there is an additional cost for accommodations in the hotel.)

EXPECTATIONS of LEADERS & ADULT PARTICIPANTS on ISE PROGRAMS

Please review the following expectations for all leaders and adults on our programs. By participating on this travel program, you agree to these expectations.

ISE Leaders and Adult Participants ...

- » are instrumental in setting a respectful tone and spirit of engagement.
- » model safe behavior for youth while on the program.
- » expect everyone to become a part of the group, to be on time for, and participate, in all group activities.
- » communicate directly with each other to resolve misunderstandings and concerns within the group.
- » remind all participants to travel in small groups, and never alone, during free time.
- » understand that the actions of participants set the standards by which our groups will be welcomed on future trips.
- » go with the flow and are open to new experiences.

LEADER & ADULT PARTICIPANT PLEDGE

I pledge to make the target language the primary means of communication with my co-leaders and students on the program.

I accept the Code of Conduct that students and parents sign and will cooperate with my group/co-leaders to honor it. If I am a group leader, I accept the leader responsibilities.

Date: _____ Signed: _____

PARTICIPANT AGREEMENT

Please read carefully and sign the following statement of conditions which constitute a formal release.

In consideration of acceptance of the participant for participation in the Intercultural Student Experiences program, the undersigned hereby releases Intercultural Student Experiences, its directors, officers, agents and cooperating teachers and schools from any and all legal responsibility, (except for their grossly negligent acts or omissions), including but not limited to the following:

1. Any and all claims of whatever nature for any injury, loss, damage, accident, delay, irregularity or expenses arising from the use of any vehicle or services, strikes, war, weather, sickness, quarantine, government restrictions or regulations or from any act or omission of any airline, railroad, bus transportation, sightseeing, hotel, foreign family or any other service or transporting company, firm, individual or agency, or for any other cause whatsoever in connection therewith;
2. Any injury regardless of nature or cause whether resulting or not in death, to the participant whether alone or in association with others;
3. Any damage or injury regardless of nature or cause to property of the undersigned, whether real, personal, or mixed;
4. Any financial or other obligations incurred by the undersigned during the program, including without limitation obligations or liabilities incurred in any country in which the program is conducted;
5. Any taking, publishing or otherwise using photographs or films of the undersigned, either alone or with others during the course of the program as may be deemed acceptable by Intercultural Student Experiences.

The undersigned indemnifies and holds Intercultural Student Experiences, its directors, officers, agents and cooperating teachers and schools harmless from any damages or claims of legal liability, including reasonable attorneys fees and costs of defense, based upon or arising from the conduct of the participant, including any violation of the "ISE Code of Conduct" set forth in the Intercultural Student Experiences information materials.

It is further agreed that Intercultural Student Experiences shall have full authority to take whatever action it deems necessary to safeguard the health, safety and well being of the participant. Such authority shall include authorization to secure medical treatment for the participant including the return of the participant to his/her home for medical

treatment. Such authorization for action shall also be extended to the right to terminate participation in a program for failure to abide by standards of the program and/or instruction of his/her teacher-guide before or during the program. In such case, the participant agrees to bear the cost of all expenses related to his/her return to the USA and forfeit all program moneys paid.

Intercultural Student Experiences reserves the right to alter or change the itinerary or adjust program costs to reflect changes in group size, exchange rates, air costs, or extraordinary inflation overseas. ISE also reserves the right to cancel the program due to insufficient participation or to other circumstances beyond its control.

I understand and accept the policies and conditions of ISE, including payment and cancellation policies found on our website: isemn.org.

Date: _____ Signed: _____



Leader & Adult Participant Family Stay Application

*** COMPLETE THIS FORM ONLY IF YOU PLAN TO STAY WITH A HOST FAMILY INSTEAD OF IN A HOTEL.**

PROGRAM INFORMATION

Destination: _____

Year: _____ Spring (Feb., Mar., Apr.) Summer (May, June, July)

Teacher organizing your program: _____

School with which you're traveling: _____

Print your legal name EXACTLY as it will appear on your passport.

LAST NAME

FIRST NAME

MIDDLE NAME

Birth Date: ____ / ____ / ____
(mm) (dd) (yyyy)

Female Male

CONTACT INFORMATION

Complete HOME Mailing Address:

Home Phone: _____ Cell Phone: _____

Preferred Email Address: _____

Emergency Contact: _____ / _____ Phone: _____
(Name) (Relationship to You)

ABOUT YOUR FAMILY

Your Occupation: _____

Name of Spouse / Partner: _____

Name and ages of Daughters: _____

Name and ages of Sons: _____

YOUR HEALTH

Indicate any medical condition or disability of which your host family should be aware. (Allergies, dietary needs, medications, etc must be managed by the participant and not require special attention.) ISE may request additional information.

Attach a school photo here and a snapshot of you with your family to your "Dear Host Family" letter.

The following information will be provided to your host family along with your “Dear Host Family” letter and photos.

CIRCLE YOUR INTERESTS

sports	museums	movies	trying new foods	boat rides	watching t.v.
reading	swimming	dancing	computers	theater	being with friends
music	camping	hiking	animals	other:	

CIRCLE WORDS THAT DESCRIBE YOUR FAMILY

active	quiet	religious	athletic	intellectual/academic
reserved	outgoing	musical	talkative	stay-at-home
close-knit	affectionate	other:		

Please compose your “Dear Host Family” letter **in the target language of the country you will visit** if possible. Here are a few topics to consider addressing in your letter.

- » What interests you and your family? What are your hobbies?
- » How would you describe yourself?
- » What types of travel experiences have you had?
- » What do you hope to learn during your short stay in your host family’s country?
- » Do you work? Describe what you do.

Please submit this family stay application along with your “Dear Host Family” letter and at least two photos together with your program application and deposit.

¡Gracias! Merci! Danke! Xie xie!

TERMS AND CONDITIONS

Registration Information

Eligibility: Open to middle and senior high school world language students and their teachers.

Language Requirements for Published Programs

Spring: Students must be in Level II at time of travel.

Summer: Students must have completed Level II at time of travel.

Code of Conduct

ISE expects students to conduct themselves in a respectful manner while on the program. Students and parents are instructed to discuss and sign the Code of Conduct prior to enrollment and departure.

Travel Documents

Obtaining the necessary travel documents is the sole responsibility of the participant. ISE assumes no responsibility for any situation or cost arising from missing or improper documentation.

U.S. Citizens

- Must have a valid U.S. passport that does not expire until at least 6 months after return to the U.S. Programs to China also require a visa. A U.S. passport isn't required for travel to Puerto Rico but is strongly recommended.
- Students under the age of 18 at the time of departure must have a signed and notarized parental permission form. ISE will provide form and instructions.

Non-U.S. Citizens

- Must have a valid passport from their country of origin or a specifically-issued U.S. passport for cases involving refugees.
- May be required to secure a visa to visit a foreign country. It is the participant's responsibility to verify requirements with the embassy or consulate of the country he/she is traveling to and take appropriate and timely action.
- Are required to have re-entry documents to return to the U.S. It is the participant's responsibility to have the correct documents prior to departure from the U.S.

Insurance Information

Limited insurance for minor illness or accidents and trip cancellation insurance for medical reasons is provided for all ISE participants. Students will receive a claim form to carry with them on the program. Note: Pre-existing conditions, mental illness and pregnancy are not covered. ISE recommends that each traveler's own comprehensive medical insurance be up to date and include coverage for the designation country. Additional insurance may also be purchased from Access America. Coverage details and more information about additional insurance can be found on our website: www.isemn.org

Medical Conditions

Participants must indicate on the program application any medical condition or disability of which ISE, the program teacher/leader and the host family should be aware. All allergies, dietary needs, medications, etc., must be managed by the participant and must not

require any special attention. Family stay placements are not based on consideration of medical or dietary conditions. ISE may request additional information from the participant. ISE reserves the right to cancel a participant who does not disclose a medical diagnosis or disability on his/her application; regular cancellation fees will apply.

Payment Schedule

ISE sends individual bills for the final payment only. For all other payments, please refer to the payment schedule found on pages 3 and 4 of this handout, on the printed itinerary, and online. In most cases, the organizing teacher will collect payments prior to postmark deadline.

Make checks or money orders payable to "ISE" and write the participant's name, school and destination country on each payment. ISE cannot accept postdated checks. All postdated checks will be returned immediately.

Once the initial deposit is made by check, subsequent payments can be made online with a credit card. Participants will receive login instructions shortly after their registration is received:

www.isemn.org

Fees

Late registration: Based on availability, participants may register after the deadline. There is a \$40 fee and there may be an increase in airline costs associated with late enrollment. Registration deposits made after the application deadline must be in the form of cashier's check or money order and include the \$40 fee. Participants who register after the second or third payment deadlines must include these payments at the time of registration.

Late and missing payments: Payments postmarked after the published deadline incur a \$40 fee. ISE reserves the right to cancel individual participants missing a payment two weeks after the deadline. Published cancellation fees will apply.

Returned checks: Checks that are returned to ISE unpaid by the bank carry a \$40 fee and must be replaced by a cashier's check or money order that includes this \$40 fee. All subsequent payments must be in the form of a cashier's check or money order.

Re-enrollment: Based on availability, cancelled participants may be re-enrolled by submitting any missing payments plus a \$40 fee and any applicable changes in airline costs. Payment must be made by cashier's check or money order.



www.isemn.org | 800.892.0022

Cancellation

Cancellation deadlines can be found on pages 3 & 4 of this handout and online. Cancellations must be submitted in writing (email is acceptable).

A minimum \$100 cancellation fee applies to any participant who is enrolled and then cancels prior to the final registration deadline(s): Oct. 15 (spring travel) or Nov. 15 (summer travel).

Allow 6 to 12 weeks for processing cancellations. If payments were made with credit card, refunds will be processed 60 days after the last charge was made. ISE issues refunds in the form of a check. Insurance claims may take longer.

How to Cancel

Voluntary cancellations must be submitted in writing (email is acceptable) by the participant or participant's parent/guardian directly to ISE, clearly indicating the participant's name, school and destination country. ISE cannot accept voluntary cancellations made by phone or requested by the teacher for the student or adult participant.

Involuntary cancellations: ISE reserves the right to cancel a participant for lack of payment or for failure to abide by the standards set by the teacher and/or school. In both cases the normal cancellation fees will be assessed.

Change of Group Leader: ISE reserves the right to select a qualified replacement for any group leader unable or unwilling to travel. Such changes do not constitute grounds for cancellation without penalty. The published cancellation policy applies.

Cancellation Insurance

The cancellation insurance included in the program price is only for medically related causes affecting the participant or a member of the participant's immediate family. **Note:** Pre-existing conditions, mental illness and pregnancy are not covered.

The maximum coverage amount (\$1000) is applied against the incurred loss calculated **as of the date ISE receives the written cancellation**. A physician's statement and signature will be required for any medical claim.

Additional trip cancellation insurance from Access America can be purchased separately through our website: www.isemn.org

ISE Cancellation Protection Plan

This policy is provided by ISE to protect participants against major loss in the case of unforeseeable world events.

Participants will receive a full refund* (less a \$350 administration fee) if all of the following events occur and the written cancellation is received by ISE within two weeks after these events:

1. The U.S. Department of State confirms that there has been a terrorist act against U.S. interests in the U.S., in international airspace or in any country on your ISE itinerary;

2. The U.S. Department of State issues an official Travel Warning against travel to any country listed on your ISE itinerary;
3. The official Travel Warning is issued or in effect within 90 days of your scheduled departure.

For any cancellation up to 91 days prior to departure, the standard cancellation policy in our program booklet applies (see above).

*If cancellation occurs after airline ticketing, the ticket may be part of the refund.

Surcharges

Baggage fees: Most airlines charge \$20 - \$50 each way for the first checked bag. Fees vary depending on the airline and destination. Additional fees based on size, weight and additional pieces of baggage may apply. These fees must be paid by the passenger at check-in. Please check airline websites for the most current baggage fee policies.

Group Size

Program prices are based on a minimum of 32, 24, 16 or 10 students. ISE makes all efforts to combine schools to reach the minimum size but cannot guarantee this. If the number of participating students does not reach the minimum, a small group supplement will apply. The amount depends on the actual number of students and itinerary.

Optional Activities

Optional activities can be arranged by ISE for the whole group only. No individual arrangements can be made. Costs for optional activities will be added to the program at final billing.

Hotels / Rooming

Student accommodations are based on 3 or 4 students per room (triples/quads).

Leader accommodations during the itinerary and family stay are based on two leaders per room (double/twin). Single room accommodations cost more. Single room supplements vary by destination and itinerary. Please contact your ISE coordinator for details.

Adult participants may require unique hotel accommodations that entail additional costs. These costs vary by destination and itinerary. Please contact your ISE coordinator for details.

Alternate Air Arrangements

For more information on alternate air arrangements, please visit our website, www.isemn.org

Payment and Cancellation Fee Schedules

Payments: ISE sends bills for the final payment only. For all other payments please refer to this schedule. Subsequent payments after the deposit may be made by check or online with a credit card.

Cancellations: ISE can only accept written cancellations (email is acceptable). Please note: a minimum \$100 cancellation fee applies to any participant who is enrolled and then cancels prior to the final enrollment deadline(s): Oct. 15 (spring travel) or Nov. 15 (summer travel).

Spring Programs: February

Payment Schedule

Postmark Deadline	Amount Due
June 15 (Early Bird) October 15 (Final)	\$350 (with application)
November 1	\$900
December 1	Final Balance*

Cancellation Schedule

Date of Written Cancellation	Charge
On or before October 15	\$100
October 16 to November 1	\$350
November 2 or later	To be determined**
30 days or less prior to departure	No refund possible

Spring Programs: March, April

Payment Schedule

Postmark Deadline	Amount Due
June 15 (Early Bird) October 15 (Final)	\$350 (with application)
November 15	\$900
January 10	Final Balance*

Cancellation Schedule

Date of Written Cancellation	Charge
On or before October 15	\$100
October 16 to November 30	\$350
December 1 or later	To be determined**
30 days or less prior to departure	No refund possible

***Final Billing:** approximately two weeks before the final payment is due, ISE will mail you a final billing statement that reflects the balance owed for your student, including any surcharges and/or add-ons (e.g. departures from cities other than those published, small-group supplement, additional group activities).

**The cancellation fee charged within the "to be determined" phase will be calculated on an individual basis at the time of cancellation.

Payment and Cancellation Fee Schedules

Payments: ISE sends bills for the final payment only. For all other payments please refer to this schedule. Subsequent payments after the deposit may be made by check or online with a credit card.

Cancellations: ISE can only accept written cancellations (email is acceptable). Please note: a minimum \$100 cancellation fee applies to any participant who is enrolled and then cancels prior to the final enrollment deadline(s): Oct. 15 (spring travel) or Nov. 15 (summer travel).

Summer Programs: May

Payment Schedule

Postmark Deadline	Amount Due
June 15 (Early Bird) November 1 (Final)	\$350 (with application)
December 1	\$800
January 15	\$900
February 15	Final Balance*

Cancellation Schedule

Date of Written Cancellation	Charge
On or before November 1	\$100
November 2 - December 1	\$350
December 2 - January 15	\$500
January 16 or later	To be determined**
30 days or less prior to departure	No refund possible

Summer Programs: June, July

Payment Schedule

Postmark Deadline	Amount Due
June 15 (Early Bird) November 1 (Final)	\$350 (with application)
December 15	\$800
February 1	\$900
March 15	Final Balance*

Cancellation Schedule

Date of Written Cancellation	Charge
On or before November 1	\$100
November 2 to December 31	\$350
January 1 to February 15	\$500
February 16 or later	To be determined**
30 days or less prior to departure	No refund possible

***Final Billing:** approximately two weeks before the final payment is due, ISE will mail you a final billing statement that reflects the balance owed for your student, including any surcharges and/or add-ons (e.g. departures from cities other than those published, small-group supplement, additional group activities).

**The cancellation fee charged within the "to be determined" phase will be calculated on an individual basis at the time of cancellation.