



Student Program Application

PROGRAM INFORMATION

Destination: _____
 Year: _____ Spring (Feb., Mar., Apr.) Summer (May, June, July)
 Teacher organizing your program: _____
 School with which you're traveling: _____

For ISE use: _____ / _____
 Sig \$ _____
 COC _____
 FS P S MO B T CC
 Ltr _____
 Pic FMP

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

The Transportation Security Administration (TSA) now requires that plane tickets and passports match exactly. Name corrections incur airline fees and passengers with tickets and passports that don't match may not be permitted to travel.

_____		_____		_____	
LAST NAME		FIRST NAME		MIDDLE NAME	
STUDENT BIRTHDATE: _____ / _____ / _____		AGE _____		FEMALE MALE	
(mm) (dd) (yyyy)					

YOUR CONTACT INFORMATION

Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Student Email Address: _____
 Parent Email Address: _____
 Mother/Guardian Name: _____ Cell/Work Phone: _____
 Father/Guardian Name: _____ Cell/Work Phone: _____
 Emergency Contact (if parents are unavailable): _____
 Relationship to Participant: _____ Cell/Work Phone: _____

ISE requests this demographic information in order to better understand our audience and fulfill our nonprofit mission. Please circle your annual household income:

\$0 - \$24,999 \$25,000 - \$49,999 \$50,000 - \$74,999 \$75,000 - \$100,000 \$100,001 or more

YOUR HEALTH

Indicate medical conditions or disabilities of which ISE, your leader and 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, allergy or dietary conditions. ISE may request additional information. 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.

To Parent/Guardian of Participants

Please read carefully and sign the following statement of conditions which constitute a formal parental release. After signing this form, submit it with your child's complete application.

In consideration of acceptance of the participant for participation in the Intercultural Student Experiences program, the undersigned hereby releases Intercultural Student Experiences, its directors, offices, 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 expense 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 son/daughter of the undersigned whether alone or in association with others;
- 3) Any damage or injury regardless of nature or cause to property of the undersigned or his son/daughter, whether real, personal, or mixed;
- 4) Any financial or other obligations incurred by the undersigned or his son/daughter during the program, including without limitation obligations or liabilities in any country in which the program is conducted;
- 5) Any taking, publishing or otherwise using photographs or films of the son/daughter 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 son/daughter, 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 home for medical treatments. 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 parents agree to bear the cost of all expenses related to the son/daughter's return to the USA and forfeit all program monies 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 (isemn.org) and give my permission for my son/daughter to apply for and participate in the ISE program.

Signature of Parent/Guardian: _____

Date: _____

Parents and Students: Please read carefully and sign the following Code of Conduct, and submit it with the complete program application.

I realize that while on the ISE program, I am representing my country, my community, my school and my family. I will therefore strive to conduct myself in a manner appropriate to being a good ambassador. I understand and accept the ISE Code of Conduct below and pledge myself to honor it.

As an ISE Student...

1. I will commit myself to improving my communication skills in the language of the host country and will speak it as much as possible.
2. I will cooperate with my leader(s) and honor rules that they set for me (e.g. curfews, punctuality, sign-out procedures and behavior in hotels).
3. I will dress and act appropriately at all times and be sensitive to the impression I am conveying in a culture other than my own; I will refrain from acquiring any tattoo or body piercing.
4. I will refrain from the use of alcohol, tobacco and drugs; I will not accept or transport any of these.
5. I will refrain from romantic/sexual involvement of any kind and any behavior leading to it.
6. For my own safety I agree not to operate any motorized vehicle or be a passenger on any motorcycle.
7. I will not purchase or carry knives or any other article that may be considered a weapon.

We accept the Code of Conduct as a program requirement and agree that violations of it may result in expulsion from the program at our own expense.

Date: _____ **Student Signature:** _____

Date: _____ **Parent/Guardian Signature:** _____

School: _____

Traveling to: _____ **In the: Spring or Summer**

My ISE application contains the following:

- Completed **Program Application** signed by a parent/guardian
- ISE **Code of Conduct** signed by the program participant and a parent/guardian
- Completed **ISE Family Stay Application**
- “Dear Host Family”** letter written in the language of the country you will visit
- Two current photos of yourself:** a school photo and one with family, if possible.
Be sure to identify yourself in any group photos.
- A \$350 deposit check or money order made payable to ISE**
Note: cash and/or credit cards payments are not accepted for the initial deposit.
IMPORTANT: Please write your name, school and destination you are traveling to on the check. Your cancelled check is your receipt.
- Clip materials together and give them to your teacher, or (if instructed by your teacher) mail to:
Intercultural Student Experiences
129 North 2nd St, #102, Minneapolis, MN 55401

How to write your “Dear Host Family” letter.

First impressions count!

Show your host family that you’ve made an effort!

1. First write a rough draft in the host country language for your teacher to review.

Describe where you live, your family members, your parents’ occupations, subjects you study, your extracurricular activities, your job, your favorite music, movies and food, etc. Pose questions you have about them. End your letter by thanking your family for hosting you.

2. Now re-write your letter on the computer or in pen on nice stationery.

Be sure to include your full name, mailing and e-mail addresses so your host family can contact you. Please limit your letter to 3 pages on paper no larger than 8.5” x 11”. No scrapbooks or scrapbook pages, please!

3. Include your current email address in your letter. Maintain this address until after your program so your host family can contact you!

4. Attach a current school photo to your Family Stay Application, and a family photo to your “Dear Host Family” letter. Be sure to identify yourself in any group photos.

Note: Unacceptable letters and photos will be returned by ISE with instructions about how to resubmit these items.



Student Family Stay 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.

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

LAST NAME **FIRST NAME** **MIDDLE NAME**

Student Birth Date: ____ / ____ / ____ **Female** **Male**
(mm) (dd) (yyyy)

CONTACT INFORMATION

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Student Email Address: _____

Language level at time of departure: 1st yr 2nd yr 3rd yr 4th yr or above

ABOUT YOUR FAMILY

Name and occupation of Mother/Guardian: _____

Name and occupation of Father/Guardian: _____

Names and ages of brothers: _____

Name and ages of sisters: _____

YOUR HEALTH

Indicate medical conditions or disabilities of which ISE, your leader and 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, allergy or dietary conditions. ISE may request additional information. 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.

2 PHOTOS REQUIRED Attach a school photo above and a family photo (including yourself) to your "Dear Host Family" letter.

Please complete the following **IN THE TARGET LANGUAGE OF THE COUNTRY YOU WILL VISIT**. This information will be provided to your host family along with your “Dear Host Family” letter and photos.

What interests you and your family? What are your hobbies?
(Be specific, e.g.: “I play basketball” instead of “I like sports.”):

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?

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: | | |

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.