

# Application Form

Mail To: PO Box 58129, Philadelphia, PA 19102-8129  
 FedEx To: 1334 Walnut St., 6<sup>th</sup> Floor, Philadelphia, PA 19107  
 Fax To: 215-751-1986  
 Questions: 800-879-6640 or 215-751-1100



**AmeriSpan Study Abroad**  
 The Bridge Between Cultures

Name: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Birthdate: \_\_\_/\_\_\_/\_\_\_ Sex: Male/Female Occupation: \_\_\_\_\_ Employer/School: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_ How you heard about us: \_\_\_\_\_

Please List the Name(s) of Any Especially Helpful Amerispan Staff Member(s): \_\_\_\_\_

Emergency contact (name & telephone): \_\_\_\_\_

Target Language? \_\_\_\_\_ Level: Zero/Beginner/Intermediate/Advanced - Low/Mid/High (www.amerispan.com/level)

Target Language Level Comments: \_\_\_\_\_

Any knowledge of other languages?: \_\_\_\_\_

Study Location: \_\_\_\_\_ Hours/day: \_\_\_\_\_ Weeks: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Course: Private/Group Classes Applying for Academic Credit?: Yes/No From (Brookhaven, SCCC, Other) : \_\_\_\_\_

Airport Pick-up: Yes/No Arrival Date/Time/Airline & Flt # (if available): \_\_\_\_\_

Lodging: Homestay/Apartment/Residence/Dorm/None Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Room: Private/Shared

Companion?: Yes/No (name: \_\_\_\_\_) Same Lodging? Yes/No Same Room?: Yes/No Same Bed?: Yes/No

## HOMESTAY REQUESTS

Rank	Host Family Requests	Yes	No	Either	<i>Please note that we do our best with homestay requests but we can't guarantee anything. Please rank your requests in the order of importance.</i>
	Children				
	Smokers				
	Special Dietary Needs:				
	Allergies:				
	Anything Else:				

## PROGRAM COSTS

Registration Fee (in addition to program cost). Please note <b>\$200</b> due if registering for Alajuela, Costa Rica	\$100
Program (separate applications if combining different programs)	
Airport Pick-up, if offered (yes/no)	
Brookhaven Academic Credit costs (submit Brookhaven application and transcripts with this application)	
Other (late fee, extra homestay days, excursions, private room upgrade, travel insurance, etc.):	
<b>TOTAL COST</b>	

Check/Visa/MC/AMEX/Discover # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV/CCV2: \_\_\_\_\_ Amount: \_\_\_\_\_

Cardholder's Name (if different than above) \_\_\_\_\_

Billing Address (if different than above) \_\_\_\_\_

**PLEASE MAKE SURE TO SIGN THE BOTTOM OF THE TERMS AND CONDITIONS**

# TERMS & CONDITIONS

## **Registration and Payment**

To insure a space at any AmeriSpan program, it is important to register as far in advance from your desired start date as possible (especially for summer programs). Registration consists of: 1. Submitting a completed application and a \$100 registration fee **OR** 2. Submitting a completed application, \$100 registration fee and full payment. The total cost for the program is due 4 weeks prior to the start date. Applications and full payments received less than four weeks prior to the start date will be subject to a \$35 late fee. Payments can be paid with personal check (preferred method), money order, VISA, Mastercard, American Express or Discover.

Within 2-3 weeks of receiving your application, AmeriSpan will mail you the "Need-To-Know" factsheets and a confirmation letter. After full payment and other missing information (such as airline arrival particulars) are received, a final confirmation will be mailed.

## **Refund Policies (Except Alajuela Costa Rica & Amman Jordan)**

The one-time registration fee (\$100) and all other monies paid to AmeriSpan is fully refundable for any reason up to 2 weeks prior to your scheduled arrival date. If you cancel with less than 2 weeks notice you will receive a refund (excluding registration fee) less a 25% penalty. You will be entitled to no refund after the program starts. If you combine two or more sites to create a multi-country/city program, no money will be refunded once the first program has begun. If you cancel a program due to a personal emergency and you notify AmeriSpan in writing, we will review your claim and may be able to issue a partial refund.

The above refund policy is exactly the same in cases of cancellation due to war, terrorism or similar cases. Programs can get canceled and/or changed, AmeriSpan is not responsible for these changes. AmeriSpan reserves the right to substitute comparable programs or refund tuition. AmeriSpan's liability is limited to all money paid for the program.

Classes canceled in honor of local holidays will not be made up and are not subject to any refund.

## **Refund Policy for Alajuela Costa Rica**

The one-time registration fee (\$200) is not refundable for any reason. Please note application will not be processed unless \$200 non-refundable fee is paid in full with registration. If you cancel with less than 2 weeks notice you will receive a refund (excluding \$200 registration fee) less a 25% penalty. You will be entitled to no refund after the program starts.

## **Refund Policy for Amman Jordan**

The one-time registration fee (\$100) is not refundable for any reason. If you cancel with less than 4 weeks notice you will receive a refund (excluding registration fee) less a 50% penalty. You will be entitled to no refund after the program starts.

## **Making changes**

You may change your start date at anytime. All changes within two weeks of the scheduled start date are subject to an additional \$50 fee. If you have begun a multi-site program, you may NOT cancel or substitute locations, but you may be able to change the start dates for a \$50 fee.

## **Satisfaction Guarantee**

Your satisfaction is our main concern. If you are not satisfied, we'll pay for a week of group classes at the same program or another of your choice. To invoke the Satisfaction Guarantee, please submit a letter upon completion of your program which describes why you are dissatisfied with the language component of your program. We use this information to evaluate and improve the program for future participants.

Within 3 weeks, we will issue you a coupon for one week of group language classes (does not include lodging) at the same program or any of our other programs teaching the same language. You may use this free week of classes at any time in the future.

## **110% Price Guarantee**

For purposes of invoking the 110% Price Guarantee, the other program's price needs to be at least \$10 less than AmeriSpan's published price AND the program needs to be comparable to AmeriSpan's program. For complete details refer to: [http://www.amerispan.com/triple\\_guarantee.asp](http://www.amerispan.com/triple_guarantee.asp)

## **Transferrable Academic Credit from Brookhaven College**

If you wish to receive transferrable academic credit (offered at elect program locations only) please indicate by circling Brookhaven on this application form. For complete details refer to: [http://www.amerispan.com/language\\_schools/credit\\_brookhaven.asp](http://www.amerispan.com/language_schools/credit_brookhaven.asp).

## **Liability**

While participating in this program, you may be exposed to certain risks. These exposures include, but are not limited to accident and/or sickness without readily available medical facilities, the forces of nature, travel in the air, travel on the ground, terrorism, and war. By signing this form you are assuming all these risks and agreeing to indemnify AmeriSpan, their officers, owners, directors, and employees harmless for any and all liability that may arise in connection with your participation. AmeriSpan cannot take responsibility for participants' behavior and potential consequences.

## **Deposits & On-Site Charges**

While participating in this program, you may be responsible for paying additional funds related to your own actions while on-site. Some schools will collect deposits upon your arrival while others will collect only if you incur these charges. Typical extra charges can include but are not limited to: lost keys, property damage, overstaying in your lodging, hosting overnight guests in your lodging, and lost books.

## **Flight Packages**

You must let us know at least 8 weeks in advance to book a flight package (Bolivia, Ecuador, Honduras, Peru & Venezuela). You must submit the package fee with your flight details in order to book your spot.

## **Behavioral Expectations**

AmeriSpan's programs are geared toward adults. AmeriSpan cannot be responsible for providing supervision of any kind either through the schools or through the homestay families. Although many programs have options for students under the age of 16, no one under the age of 16, will be accepted into the program unless accompanied by an adult (exceptions made for special, supervised Teen Programs and Camps during the summer). In addition to the parent's signature on the front of the application, additional waivers may apply.

Participants are expected to be courteous and respectful guests and to obey all local laws. Illegal drug use or abusive behavior at any age or alcoholic consumption by minors cannot be tolerated. AmeriSpan reserves the right to refuse to serve, to cancel and/or terminate participation for any person who fails to comply with the policies of the program provider (e.g. school, tour operator, program organizer), or for any other reason deemed necessary, in the sole discretion of AmeriSpan. AmeriSpan further reserves the right, without escort and without refund to send home any participant who violates the rules stated above. The return trip will be at the expense of the participant or the participant's family

## **I have read and agree with all the Terms & Conditions on this application**

Signature\*: \_\_\_\_\_ Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

\* If under 18, legal guardian must sign this application