

# PROGRAM PARTICULARS

***Please read the following carefully. This will insure an efficient registration process and avoid any misunderstandings.***

## ENROLLMENT & 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 an additional \$35 late fee.

All payments may be made with personal check (preferred method!), money order, VISA, MasterCard, American Express, and Discover.

## ADDITIONAL APPLICATION REQUIREMENTS

Many of the Professional Development Programs described in this catalog or on our website have additional requirements. Please make sure you meet those requirements prior to applying for a program. For SALUD programs, you are required to submit a current resume which discusses classes you will have completed by the time your program starts as well as listing any hands-on medical experience. Please also provide us with an unofficial transcript of medically-related classes you have taken, and a 1-2 page letter of intent stating your goals and expectations for this program. If you have any specialty area requests (not guaranteed) please include them here.

## REGISTRATION PROCESS

Within 2-3 weeks of receiving your application, AmeriSpan will send you the "Need-To-Know" country fact sheets and a confirmation letter. The fact sheets contain some tips about things to bring, getting there, climate, cultural differences, money, visas, etc. The confirmation letter will include school particulars, summary of charges, accommodation details, and any other important information.

Your final confirmation is only sent after AmeriSpan receives your full payment and all other necessary information, such as airline arrival particulars. Check these confirmations carefully to make sure that everything is correct. If there is an error, call us immediately. NEVER purchase a non-refundable or non-cancelable airline ticket before you have been confirmed by AmeriSpan.

## MAKING CHANGES

You may change your start date at any time. All changes within 2 wks of the scheduled start date are subject to an additional \$50 fee. If you have begun a multi-country/city program, you may NOT cancel or substitute locations but you may be able to change the start dates for a \$50 fee.

## REFUND POLICIES

**(excluding Alajuela, Costa Rica; Amman, Jordan; and Santiago, Chile)**

For all programs listed in this catalog, excluding Alajuela and Amman, you are entitled to a full refund, including the \$100 registration fee, when you cancel more than two weeks before your start date. If you cancel with less than 2 weeks notice you will be billed for 25% of the program cost and the full registration fee. Once any AmeriSpan program has begun no refund will be issued. 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 issue a partial credit. For details on Alajuela & Amman, please see Terms & Conditions, page 26.

**For all programs, flight packages are never refundable.**

## LOCAL HOLIDAYS

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

## REDUCTION OF HOURS

At some group programs, if there are not enough other students at your Spanish level, your hours may be reduced. The same amount of material will be covered with private instruction or 2 to 1 instruction.

## CLASS HOURS & SCHEDULES

Classes are scheduled either in the morning, the afternoon, or the morning and the afternoon. AmeriSpan CANNOT guarantee specific scheduling requests. Scheduling is set by each individual partner school and may be affected by the program that you select, your Spanish level and/or the time of year that you are participating.

## TEXTBOOKS & MATERIALS

Each school handles this differently and policies change frequently. At some programs you will be required to purchase all your books. At other programs you are not required to purchase the books but may be required to make a deposit that will be refunded when the textbook is returned. In some cases, participants studying for a month or longer may finish their first book and need to buy an additional book on site.

## 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.

## SATISFACTION GUARANTEE

Your satisfaction is our main concern. If you are not satisfied, we'll pay for a week of group language 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.

## COMPANIONS OF PARTICIPANTS

In most programs, children, spouses, and friends may accompany participants and live in the same lodging. Please check with us beforehand to verify if this option is possible in your location of choice. Homestay prices for companions vary for each program.

## BEHAVIORAL EXPECTATIONS

Participants are expected to be courteous and respectful guests. Illegal drug use, 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.

# Professional Development Application Form



Mail To: P.O. Box 58129, Philadelphia, PA 19102-8129  
 FedEx To: 1500 Walnut St, Ste 1306, Philadelphia, PA 19102-3514  
 Fax To: 215-751-1986  
 Questions: 800-879-6640 or 215-751-1100

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)

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

Educational Background (what year, what degree pursuing, etc.): \_\_\_\_\_

Do you have a specialty/or particular area of interest? \_\_\_\_\_

State your expectations (ex. improve specific vocabulary, learn about culture, etc.): \_\_\_\_\_

Program Type (Circle one): Medical/Business & Professional/Teacher & Educator Program Name: \_\_\_\_\_

Location (City & Country): \_\_\_\_\_ Weeks: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Airport Pick-up: Yes/No Arrival Date/Time/Airline & Flight # (if available, we recommend waiting until confirmed): \_\_\_\_\_

Would you like a study abroad airfare specialist to send you an airfare quote? Yes/No

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	Please note that we do our best with homestay requests but we can't guarantee Please rank your requests in the order of importance.
	Children				
	Smokers				
Special Dietary Needs:					
Allergies:					
Anything Else:					

## PROGRAM COSTS

Registration Fee (in addition to program cost) Please note \$200 due if registering for Alajuela, Costa Rica or Santiago, Chile	\$100 or \$200
Program (separate applications if combining different programs)	
Airport Pick-up, if offered (yes/no)	
Other (late fee, extra homestay days, excursions, private room upgrade, 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 & INCLUDE RESUME FOR MEDICAL PROGRAMS



# Professional Development Programs Terms & Conditions

## Registration and Payment

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

## Additional Application Requirements

Many of the Professional Development Programs described in this catalog or on our website have additional requirements. Please make sure you meet those requirements prior to applying for a program. For SALUD programs, you are required to submit a current resume which discusses classes you will have completed by the time your program starts as well as listing any hands-on medical experience. Please also provide us with an unofficial transcript of medically-related classes you have taken, and a 1-2 page letter of intent stating your goals and expectations for this program. If you have any specialty area requests (not guaranteed) please include them here.

## Refund Policies (Except Alajuela, Costa Rica; Amman, Jordan; and Santiago, Chile)

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.

**For all programs, flight packages are never refundable.**

## Refund Policy for Alajuela, Costa Rica and Santiago, Chile

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.** For all programs, flight packages are never refundable.

## 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.** For all programs, flight packages are never refundable.

## 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 language 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)

## 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.

## 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.

## Requirements and Hands-on Clinical Observation for the Medical Programs

AmeriSpan has set some requirements (including Spanish level and background) to help you get the most out of your program. While we do our best with specialty area requests, we cannot guarantee an opportunity to observe or work exclusively in that field. However, you will be exposed to several medical situations through the service learning, lectures, and on-site visits and if you meet the requirements, you should be able to participate in the clinical observation. Not all locations offer hands-on experience. You will not be participating in surgeries.

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

