

# PROGRAM PARTICULARS

## ENROLLMENT & PAYMENT

To insure space at any AmeriSpan Teenager 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 and signed Teenager Application Packet, Summer Teen Program Waiver, and a \$100 registration fee OR
2. Submitting a completed and signed Teenager Application Packet, Summer Teen Program Waiver, \$100 registration fee and full payment. The cost of 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.

## 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, accomodation 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 weeks 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.

## LOCAL HOLIDAYS

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

## REFUND POLICIES

The \$100 registration fee is non-refundable for any reason unless arrangements cannot be made for the dates you wish to attend. You are entitled to a full refund, excluding \$100 registration fee, when you cancel more than four weeks before your start date. If you cancel less than 4 weeks notice you will be billed for 25% of the program cost and registration fee. If you cancel with less than 2 weeks notice you will be billed for 50% of the program cost and registration fee.

Once any AmeriSpan program has begun no refund will be issued. 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 refund.

## 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.

## 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.



# Teenager Application Form

Mail To: PO Box 58129, Philadelphia, PA 19102-8129  
 FedEx To: 1334 Walnut St, 6th Floor, Philadelphia, PA 19107-5314  
 Fax To: 215-751-1986  
 Questions: 800-879-6640 or 215-751-1100



Parent/Guardian's Name: \_\_\_\_\_ Teen's Name: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Parent's Work/Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Teen's E-mail Address: \_\_\_\_\_

Parent's E-mail Address (if OK to contact): \_\_\_\_\_

Emergency contact name & telephone (if different than above): \_\_\_\_\_

Birth date: \_\_\_/\_\_\_/\_\_\_ Sex: Male / Female Nationality: \_\_\_\_\_ Passport No.: \_\_\_\_\_

School: \_\_\_\_\_ How you heard about us: \_\_\_\_\_

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: \_\_\_\_\_ # of Weeks: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Airport Pick-up Information: Arrival Date/Time/Airline & Flight # (if available): \_\_\_\_\_

Airport Drop-off Information: Departure Date/Time/Airline & Flight # (if available): \_\_\_\_\_

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

## HOMESTAY/DORMITORY REQUESTS

Rank	Host Family Requests	Yes	No	Either
	Children			
	Smokers			

*Please note that we do our best with homestay/residential camp requests but we can't guarantee anything. Please rank your requests in the order of importance.*

Special Dietary Needs:
Allergies:
Anything Else:

## PROGRAM COSTS

Non-Refundable Registration Fee (in addition to program cost)	\$100
Program (separate applications if combining different programs)	
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**



# 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

The \$100 registration fee is non-refundable for any reason unless arrangements cannot be made for the dates you wish to attend. You are entitled to a full refund, excluding \$100 registration fee, when you cancel more than four weeks before your start date. If you cancel less than 4 weeks notice you will be billed for 25% of the program cost and registration fee. If you cancel with less than 2 weeks notice you will be billed for 50% of the program cost and registration fee.

Once any AmeriSpan program has begun no refund will be issued. 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 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.

## 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.

## Arrival & Departure

For most programs, you should plan to arrive to your program on the day before classes begin and depart on the day after classes are completed. Usually, you can extend the lodging a few days before or after classes for an additional fee. For airport pick-ups, AmeriSpan must receive your arrival information at least 2 weeks prior to your start date.

## Travel Assistance Program

If you register at least 4 weeks prior to your start date, AmeriSpan will enroll you in a Travel Assistance Program which includes Emergency Medical Evacuation services, Accident & Sickness medical expenses and other services. AmeriSpan offers an optional travel insurance upgrade package. Companions of students have the option of purchasing the travel insurance upgrade package through AmeriSpan. Coverage is limited to that outlined in the relevant policies. In no way is AmeriSpan responsible for providing any of the services offered through the policy. Depending on your preferences, additional insurance may be desired and is your responsibility. Neither AmeriSpan, don Quijote USA Inc., the school or the host family is responsible for any part of any medical bills.

## 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 Unlimited, their officers, directors and employees harmless for any and all liability that may arise in connection with your participation in AmeriSpan programs. 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 include: 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.

## 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



# AMERISPAN SUMMER TEEN WAIVER – PAGE 1

Please read both sides, sign and return to AmeriSpan along with Teenager Application

## General Rules and Guidelines

1. There are no second chances or probationary periods. If a participant breaks any of the following rules, they will be sent home. In addition, AmeriSpan reserves the right to refuse to serve, cancel and/or terminate participation for any person who fails to comply with the policies of the program, or for any other reason deemed necessary at the sole discretion of AmeriSpan or the school/camp. We reserve the right without escort or refund to send home any participant who violates the rules stated above at the expense of the participant or his/her family.
2. The student is expected to attend and arrive on time to all planned events, unless there is good reason. The on-site staff must be contacted, if the student is unable to participate.
3. Participants are expected to be home by the appointed curfew time, follow all house rules and abide by the assigned lights out time (exceptions made only if it's a school organized activity).
4. Participants planning to travel independently during the weekends MUST have parental consent below and parents may still need to complete additional program-specific release forms.
5. All lodging is for participants only; guests are not permitted. No exceptions will be made.
6. Participants may not make phone calls from their homestays. They should plan to use a pay phone or bring/purchase a cellular phone that functions in the country where they will be living.
7. Parents may call the participants at the homestay. It is customary to keep calls brief.
8. Participants are expected to be courteous & respectful guests and should obey all local laws. Illegal drug use or abusive behavior at any age or alcoholic consumption by minor participants will not be tolerated. Extra lodging days are usually not available so participants should plan to arrive and depart on the specific start dates. In some cases, and with advanced notice, an extra day may be available for an extra charge.

## Specific Program Information

### Additional Release Forms

Several programs require additional medical release and other forms. These can be downloaded at [www.amerispan.com/downloadpdf.asp](http://www.amerispan.com/downloadpdf.asp)

### Alajuela, Costa Rica

- Classes start promptly at 8am until noon or 1 pm until 5 pm. Placement exam, orientation (but no language classes) on 1st day.
- Students purchase snacks/lunch at on-site cafeteria or a local restaurant for about \$4-\$6/day, not included in program cost.
- There is collect and credit card service provided at school to make phone calls home.
- The host family will meet you at the airport upon arrival. Saturday arrival and Saturday departure to/from homestay.
- Teen participants are NOT given a copy of the house keys.
- Students need to save approximately \$26 to pay the departure tax, which may be paid at the school or the airport.
- Teen excursions are available to purchase onsite. Please see AmeriSpan website for additional details & price. In Costa Rica it is illegal for teenagers to make purchases with parents credit cards. Please provide your teen with sufficient funds, we recommend a prepaid card such as the Visa Buxx card: [www.visabuxx.com](http://www.visabuxx.com)

### Beijing, China (Explore China)

- Main gate locks daily at 10:00pm, this is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.

### Granada, Spain

- Generally, curfew time set at 11:00pm on weekdays and midnight on weekends.
- Participants are required to participate in all sport/cultural activities and full-day excursions.

### Guanajuato, Mexico

- This is a very structured program with many activities. Participants must abide by staff rules & regulations pertaining to curfew, policies and procedures, etc.

### Heredia, Costa Rica

- This is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.

### Leysin, Switzerland (Extra nights NOT available)

- This is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.

### Lignano, Italy (Extra nights NOT available)

- This is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.
- Sunday arrival and Sunday departure to/from camp. Transfer service to/from airport or train station included in tuition for the above mentioned arrival/departure dates only.
- **\*\*EXCEPTION:** If studying until last day of camp, departure is on Saturday.
- All participants must complete the medical release form and return to AmeriSpan at least 2 weeks before starting.
- If parents wish to call their child, the best time to contact the students to avoid disruption to the program is at the following times: 8:00-9:00am, 12:30-2:30pm and 6:30-8:30pm.

### La Manzanilla, Mexico

- Generally, curfew time set at 10:00pm on weekdays and on weekends.
- Participants are required to participate in all activities, excursions and volunteer work.



## AMERISPAN SUMMER TEEN WAIVER – PAGE 2

Please read both sides, sign and return to AmeriSpan along with Teenager Application

### Monte Carlo, Monaco (Extra nights NOT available)

- AmeriSpan program participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules and regulations pertaining to lights out, policies and procedures, etc. **\*\*EXCEPTION:** Students under the age of 16 may only leave the school premises with the written permission of parents or legal guardians and house rules must be obeyed. All the students have a curfew of 7pm.
- AmeriSpan must be informed of any health conditions requiring special attention or special diets at time of enrollment. All participants must complete the medical release form and return to AmeriSpan at least 2 weeks before starting.

### Montreal, Canada

- Participants must have a completed airport release form. All participants must complete code of conduct form.
- The following will be needed to gain entry into Canada if not traveling with your parent or legal guardian: A valid passport. U.S. citizens not yet age 19 must present a letter from their parents giving permission to enter Canada.
- Students must bring their passport and flight ticket to school the first day.
- Students will be given a metro pass on their first day, please do not purchase metro passes on arrival weekend.
- All afternoon activities are mandatory; monitors will take attendance and inform the office of absentee students.
- Curfew is set by the homestay and is supported by the school. Generally, curfew is 10:00pm on weekdays and 11:00pm on weekends.

### Netanya, Israel

This is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.

### Paris, France (Extra nights NOT available)

This is a very structured program with many activities. Participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules & regulations pertaining to lights out, policies and procedures, etc.

- Bed linens are provided and changed once a week. Participants should bring their own towels for bathing. Coin-operated laundry facilities are available for self-service. Coins for laundry can be bought on campus.

### Quito, Ecuador

This is a very structured program with many activities. Participants must abide by staff rules & regulations pertaining to curfew, policies and procedures, etc.

### Rabat, Morocco

This is a very structured program with many activities. Participants must abide by staff and host family rules & regulations pertaining to curfew, policies and procedures, etc. **IMPORTANT:** A dress code is required for both males and females at school: shirts should have sleeves, no exposed midriffs or undergarments, knees should be covered.

### Spain Summer Camps (Barcelona, Madrid, Marbella, Salamanca & Valencia)

AmeriSpan program participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules and regulations pertaining to lights out, policies and procedures, etc. **\*\*EXCEPTION:** Only those students 15 and older and whose parents have given advanced, written permission to AmeriSpan will be permitted to leave camp grounds, unescorted. The camp personnel is aware that older, senior students may have a certain level of freedom and independence and for this reason will permit THREE unescorted off-campus trips per student during each two-week session. The hours permitted are from the afternoon snack time until 11:30pm. The specific days that the unescorted, off-campus trips are permitted are established by each camp's director.

### Vienna, Austria

AmeriSpan program participants are not able to leave the camp premises unaccompanied and must abide by camp staff rules and regulations pertaining to lights out, policies and procedures, etc. **\*\*EXCEPTION:** those participants whose parents have given advanced, written permission to AmeriSpan will be permitted to leave camp grounds, unescorted. If such permission is granted, students may leave the campus alone in the afternoons (until 6pm) and/or in the evenings (until 9pm if under 16 years or 10pm if older).

- If parents wish to call their child, the best time is at meal times: Breakfast (8:00-8:45am) Lunch: (12:30-1:00pm), Dinner (6:30-7:00pm). There are a number of pay phones for participants to use, some are coin operated and other are phone card operated. Phone cards may be purchased on-site from the camp staff (denominations of 3,36 euros and 7,70 euros).
- Every student must pay a security deposit of 25 euros on the first day of the program, which is returned at the end of the program provide that no damage has been caused.

### Independent Teen Programs (Argentina, Brazil, Costa Rica, Italy, Japan, Mexico, Morocco, Spain)

These programs are ideal for families traveling together as they allow 16-18 year olds to participate in their standard adult program. There is no supervision, no curfew and no special activities for teenage participants. Only extremely mature and well-traveled teenagers should participate on these programs.

### Guardian/Parent(s) Agreement to Terms:

1. I/We have read and fully understand the general guidelines as explained in this waiver.
2. I/We have read the information pertaining to our son/daughter's program in \_\_\_\_\_ (location).
3. My child may \_\_\_\_\_ travel independently on weekends (i.e. other than trips organized through program).

**Important!! If you approve, put a check in above space. If not, insert "NOT"**

Guardian/Parent signature (1) \_\_\_\_\_ Printed name \_\_\_\_\_

Guardian/Parent signature (2) \_\_\_\_\_ Printed name \_\_\_\_\_

### Participant Agreement to Terms:

I have read and agree to abide by the general guidelines as explained in this waiver. Further, I agree to follow all school rules, curfews and policies which may be conveyed to me while participating in the program.

Participant Signature \_\_\_\_\_ Printed name \_\_\_\_\_

