

AmeriSpan

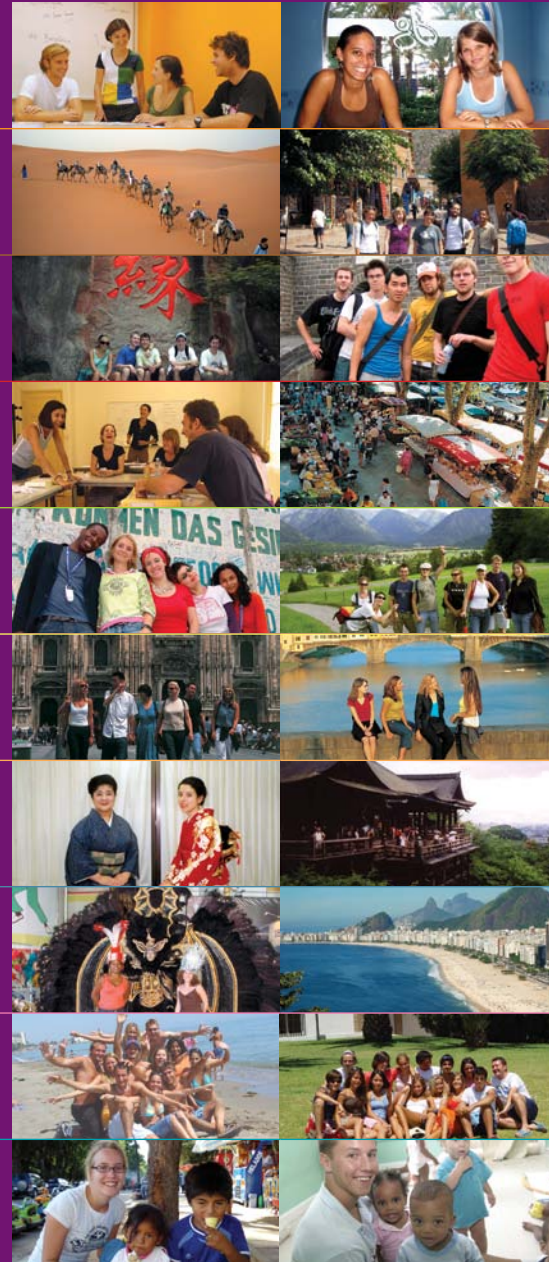
GROUP IMMERSION TRIPS

Organize & Lead a Group



AmeriSpan Study Abroad
The Bridge Between Cultures

- Spanish
- Arabic
- Chinese
- French
- German
- Italian
- Japanese
- Portuguese
- Teenager
- Volunteer



Over 15 years experience • Over 35,000 past participants • All language levels accepted
Flexible start dates • Join a group • Customized groups • Pre-departure assistance

www.amerispan.com

MAP OF AMERISPAN'S READY MADE GROUP DESTINATIONS



AMERISPAN'S READY MADE GROUP DESTINATIONS

① SPANISH: Spain.....	10
② SPANISH: Argentina.....	11
③ SPANISH: Bolivia	11
④ SPANISH: Costa Rica.....	11
⑤ SPANISH: Ecuador.....	12
⑥ SPANISH: Guatemala.....	12
⑦ SPANISH: Mexico	12
⑧ SPANISH: Peru.....	13

⑨ ARABIC: Morocco	13
⑩ CHINESE: China	13
⑪ FRENCH: France.....	13
⑫ GERMAN: Germany	14
⑬ ITALIAN: Italy.....	14
⑭ JAPANESE: Japan	14
⑮ PORTUGUESE: Brazil	14



AMERISPAN'S GROUP RANK

AmeriSpan assigned each Ready Made Program a Group Rank of 0- to 4-stars. How did we determine a location's Group Rank? Well, we used a combination of a proprietary algorithm, our past experience with the program, AmeriSpan on-site evaluations and past leader and participant feedback. We look at a whole variety of factors including the number of participants attending the school, range of ages and nationalities, personal attention given to groups, student/faculty ratio, number & variety of activities, included excursions, optional excursions, teaching methodology and the program's facilities & location. As you browse our catalog, you will note that AmeriSpan did not include any programs with a Rank of 0, 1 or 2-stars. There are many programs out there that we rank less than 3-star locations, but we choose to highlight locations where your group will be most satisfied.

TABLE OF CONTENTS

OVERVIEW & INTRODUCTION

Map of AmeriSpan's Group Locations.....	2
Group Program Types.....	3
Who is AmeriSpan?	3
Why AmeriSpan?	4
Why Immersion?	4
Is a Group Right for You?.....	4
Why Go with a Group?.....	5
Group Incentives	5
Ready Made Group Programs	5
Leader F.A.Q.....	6
Participant F.A.Q.	7
Parent F.A.Q.	7
Planing and Recruiting a Group.....	8-9
Suggested Timeline	8
Is Leading a Group Right for You?	9
Join a Group	9

READY MADE PROGRAMS

Spanish:	
Spain.....	10
Argentina.....	11
Bolivia.....	11
Costa Rica.....	11
Ecuador.....	12
Guatemala	12
Mexico	12
Peru.....	13
Arabic: Morocco.....	13
Chinese: China.....	13
French: France	13
German: Germany	14
Italian: Italy.....	14
Japanese: Japan	14
Portuguese: Brazil.....	14
Teenager & Volunteer Groups.....	15

How to Register.....	16
Application	17
Terms & Conditions	18
Request a Custom Price Quote	19
Request a Catalog.....	19



GROUP PROGRAM TYPES

Leading a group is a great way to introduce your participants to the world around them, especially those who are unlikely to travel independently.

Immersion Programs:

AmeriSpan offers language programs in 15 languages and over 85 cities and groups are welcome in any program.

Ready Made Groups:

AmeriSpan has chosen our most popular locations and created an itinerary for both 1- and 2-week programs for groups of 8 or more.

Customized Groups:

If your group needs something that is not available in an existing program, AmeriSpan will help you create a program tailored to meet the needs of your participants.

WHO IS AMERISPAN?

AmeriSpan specializes in a wide range of educational travel experiences. We offer language immersion, academic study abroad, volunteer & internship placements, teenager summer programs, as well as language-based professional development programs for educators, healthcare workers, business and other professionals.

AmeriSpan started in 1993 in a small apartment with only one phone line and one computer. Since 1993, AmeriSpan has grown tremendously sending more than 35,000 people abroad to participate in our programs. We are constantly working to improve our existing programs, add new programs and help you select a program that best fits your needs.

All of our programs are designed around the basic purpose of helping you understand and communicate in another language with different people in a pleasant and fast way. Our 'formula' for accomplishing this consists of 3 ingredients for your success: Intensive language instruction, cultural immersion and leisure. Many programs such as our volunteer/internship and SALUD programs include a service-learning component as well. With AmeriSpan, you have the opportunity of choosing between different countries, target languages, housing, lifestyles, and methods of instruction from our various programs.



OVERVIEW

WHY AMERISPAN?

Full Time Immersion Experience

AmeriSpan group programs immerse participants in a language, culture, and everyday life of the host country. All participants have the opportunity to live with a local family (other options available upon request). Homestay accommodations, language classes, and organized activities offer cultural exposure 24 hours a day. Learning takes place whether eating a meal, watching local TV, visiting a museum, or participating in an activity or excursion.

Unmatched Experience & Reputation

All AmeriSpan staff members have studied and/or lived abroad for extended periods of time. Collectively, we have traveled to more than 65 countries and speak 10 languages. Since 1993, we have used our expertise and experience to help more than 30,000 people study abroad. AmeriSpan has organized group programs for public and private schools, universities, large corporations, religious organizations, government agencies, and groups of friends. We have arranged programs as short as a week and as long as a semester. AmeriSpan is here to act as your partner in this process by listening and making suggestions for options you may not have considered.

Many Destination Choices

Whether you choose a standard language program, a Ready Made Group program, a custom SALUD program, or an Educator program, AmeriSpan offers something for each group and its members. With over 15 languages in more than 45 countries throughout the Americas, Europe, Asia, the Middle East, Australia, and Africa, AmeriSpan will help you find a program that suites the needs and interests of your group.

Emergency Message Service

During an emergency if your family can't contact you, they may call us 24 hours a day, dictate the message and we will relay the message to you. Conversely, if you cannot reach your family and it is an emergency, call us collect from anywhere and we will relay the message.

Comprehensive Travel Assistance Program Included

AmeriSpan will enroll you in a comprehensive travel assistance program when you register at least 4 weeks prior to your start date. Benefits include: Emergency Medical Evacuation, Accidental Medical Expense, Passport Replacement, Baggage Delay, 24-hour Telephone Access, and Medical/Legal Referral. Complete information regarding benefits and coverage amounts will be included with your confirmation package after registration.

Making a Difference

Since the beginning, AmeriSpan has been active in "making a difference." Over the years, we have participated in numerous projects including rainforest preservation, literacy projects in Hispanic communities and aiding Latin American health-related organizations.



WHY IMMERSION?

Learning another language is more than memorizing vocabulary and grammatical structure; it's embracing an element which binds together a people ... a way of life ... a culture. You cannot learn these aspects from a book; experience is your only teacher. By totally immersing yourself, you will speed up your comprehension and usage of your target language because you will be living the language. Here are some other reasons to consider total immersion:

- **Fewer Distractions & Better Concentration** – By leaving responsibilities such as job and family at home, you can focus more easily on studying the language.
- **Recreation & Relaxation** – Whether your interests lie in food, art, architecture, history, beaches, outdoor activities or something else, you can find an immersion program that will allow you to pursue those interests while you participate.
- **Around-The-Clock Classroom** – Learning extends beyond the class hours because you are surrounded by the classroom. You will constantly be reading, speaking and listening to the foreign language whether eating a meal, shopping, or asking for directions.
- **Increasingly Required By Employers** – Many employers and advanced degree programs require foreign language and international experience.
- **Better Value Than US-based Private Institutions** – Many immersion programs, especially those in Latin America, cost the same or less than US-based classes even after paying for airfare, lodging and meals.

IS A GROUP RIGHT FOR YOU?

Group travel is not just for students! Yes, school groups are still the most popular group travelers; but many specialty organizations, churches, and companies are choosing group immersion as a way to broaden their horizons and build unity. If you are considering traveling with others, then a group program could be right for you.

- **High School Teachers:** Take your students on a class trip or senior project—a language and cultural immersion trip will give them an advantage in college.
- **Middle School Teachers:** Young students are most receptive when exposed to other languages—now is the time to get started!
- **University Departments:** Organize immersion trips; this is not just for language students, many disciplines benefit from an international perspective.
- **Heritage Groups and Cultural Centers:** An immersion program is the perfect way to learn about your past together and share your language and culture with each other.
- **Church Groups:** Incorporate volunteering to your group trip.
- **Friends and Co-workers:** If you've been talking about learning a language together, visit a city important to everyone and kick-start your plan.



WHY GO WITH A GROUP?

When traveling as a group, you are able to create a unique travel experience for participants. Leaders can provide students who would not otherwise have the opportunity to experience a new city and culture. AmeriSpan will be here from day one to make the process as easy as possible for you. We provide comprehensive leader support, acting as your partner throughout the planning process. AmeriSpan's Group Programs allow for great flexibility, giving you the opportunity to find the right combination of classes and activities for your group.

- **Customizable:** You can personalize your itinerary and activities to fit your groups' schedule and interests.
- **Flexibility:** Choose an existing AmeriSpan program, a ready made group program, add or subtract from an itinerary, or design your own from scratch. Pick and choose what works best for your group.
- **The Complete Package:** Enjoy pre-planned excursions, after-school activities, classes and lodging designed for the needs of your group. We can even arrange your airfare!
- **Ease:** Leader support makes it easy for you to plan your trip. You come up with the idea; we do the work!
- **Affordability:** Get more for less! We understand that international travel can be expensive. When registering as a group, we are able to offer you more services than our individual programs for a similar cost.
- **Service Learning:** Volunteer. Share your skills and make a difference. For the 1st time, AmeriSpan is including after-school volunteering in ready made programs. Experience, learn and grow together.

GROUP INCENTIVES

Whether small or large, each group with at least 5 students is eligible to receive our group incentives. Incentives vary by program type and number of participants.

1. **10% Discount:** Any group of 5 or more participants is eligible to receive 10% off the program cost when choosing an existing AmeriSpan program. This includes Language Immersion, SALUD Medical Immersion, Programs for Educators, Teen Study Abroad, Business and Professional Programs, and Language & Fun Programs.
2. **Free Leader:** AmeriSpan offers 1 FREE program for every 8 paying participants, including airfare. This discount can be applied to any Ready Made Program or Custom Group Program.
3. **SALUD Mini Group:** If a group of 3 or more students plan to participate in an established SALUD Medical Immersion program, each will receive a 10% discount.

"From the beginning plans through our return flight, AmeriSpan staff members were consistently helpful, informative, organized and flexible. They listened to us and kept our goals in mind as we worked together on the itinerary for Antigua."

- Mitzi Moye, Arendell Parrott Academy, NC

READY MADE GROUP PROGRAMS

AmeriSpan recently reorganized our Ready Made Language Programs for groups. These programs will be available for groups of 8 or more. For every 8 paying participants, 1 group leader can travel for FREE, including airfare! AmeriSpan offers ready made options in 8 different languages in over 35 of our most popular locations. These programs include full itineraries for both a 1-week and a 2-week program. A list of the most popular 1-day and weekend excursions is available for those who wish to add more. Also, for the 1st time, AmeriSpan is including 1 or 2 days of volunteer projects in some Ready Made Groups.

Language	Country	City
Spanish	Spain	Barcelona
		Madrid
		Salamanca
		Sevilla
	Argentina	Cordoba
	Costa Rica	Alajuela
		Heredia
	Ecuador	Quito
	Guatemala	Antigua
	Mexico	Guanajuato
		Playa del Carmen
	Peru	Cusco
Arabic	Morocco	Rabat
Chinese	China	Beijing
French	France	Aix-en-Provence
German	Germany	Munich
Italian	Italy	Florence
Japanese	Japan	Kanazawa
Portuguese	Brazil	Maceio

BEST GUARANTEE IN STUDY ABROAD

AmeriSpan's No Risk Triple Guarantee is the best in the industry. There is no risk in choosing an AmeriSpan program because you'll get the best program, best price & can cancel for any reason and get a full refund on every dollar we have received for your program.

1. Satisfaction Guarantee

Your satisfaction is our main concern. If you aren't satisfied, we'll pay for a week of group classes at the same program or another of your choice.

2. 110% Price Guarantee

You never pay more with AmeriSpan because if you find a price lower than ours, we'll match it and take another 10% off.

3. Full Money-Back Guarantee

Change your mind for any reason and we'll refund 100% of any money paid to AmeriSpan... no questions asked.



LEADER F.A.Q.

What are the benefits of traveling as a group?

By forming a group, AmeriSpan is able to customize excursions and activities to meet the specific requirements of your group's participants. We will happily arrange airfare and other services that are unavailable to individual participants.

How do I build a group?

The key is to start early. Decide where you want to go, what you want to do and when. AmeriSpan will calculate the cost and give you a group itinerary. Then it is up to you to get the word out anywhere where you think people will be interested. Upon request, AmeriSpan will list your group on our website so people around the world can join your group as well.

How many people make up a group?

AmeriSpan considers any 5 or more people who register and travel together in any existing program a group. AmeriSpan requests at least 8 students for ready made and custom programs. If 3 students register together for an existing SALUD program, they are eligible for the mini-group discount.

How and when do I register my group?

First, make sure all prospective participants have an application form prior to the due date you have selected. Please send all group application forms to AmeriSpan together. Registration consists of submitting a completed application for each participant and the non-refundable registration fee. To insure space in an AmeriSpan Group Program, it is important to register as far in advance from your desired start date as possible. Four months prior to departure is the recommended minimum.

What do parents need to know?

It is important that you share as much information as you have with parents. It helps them feel at ease with sending their child to a foreign country. Provide parents with their child's program confirmation, host family details, country fact sheets, permission forms, and any other sheets provided by AmeriSpan. The more parents know up front, the less time you will spend answering questions.

When are the fees and payments due?

When registering your group, each participant must pay the non-refundable registration fee. The final payment is due to AmeriSpan no later than 6 weeks before your program start date. If AmeriSpan is arranging your airfare, that portion of the fee may need to be paid 8-10 weeks in advance due to airline regulations.



When are classes scheduled?

Each school has its own schedule for class times. Most offer sessions in the morning and the afternoon, especially in the summer months. In open groups, class schedules are given on site, based on the results of the students' placement tests. For a small fee, some schools will guarantee your group a specific time.

How will my students' classes be determined?

Unless a student is a total beginner, a written test is given the first day at school. This allows us to evaluate participants' language skills and helps place them in the correct classes. Some schools also conduct an oral exam for a more thorough assessment.

How are host families chosen?

Each host family is selected by the school after completing a rigorous application process. This is similar to a job interview. The family must meet the school's high standard before they can accept students into their homes and they must agree to all of the school's rules and guidelines. Each family is required to provide students with basic necessities including a bed with the appropriate lines, pillows, a desk with a lamp, clean drinking water, all meals provided with the program, and of course plenty of interaction. Keep in mind, most host families provide students with more than the minimum required. Periodic visits are made to the home to ensure things are kept at a suitable level.

Can I have different lodging than my students?

Yes, leaders can choose any lodging option that is available in his/her program location. In addition to homestays, many locations also offer apartment or residence options. If you prefer a hotel, we can check availability upon request.

What about language classes for me?

As a leader, you may feel you do not want or need language classes and that is ok with AmeriSpan. We can easily include you in accommodation and activities without classes. Many schools can handle advanced levels in group classes or we can arrange private lessons or special topic classes where available.

What do I do if there is an emergency?

AmeriSpan offers a 24 hour Emergency Message Service. If you cannot reach home and it is an emergency, call us from anywhere and we will relay the message to your family and/or your participants' families. Conversely, if a family can't contact someone during an emergency back home, they may call us 24 hours a day, dictate the message and we will relay the message to the participant.

What do I do if my school administration has questions?

AmeriSpan wants every party involved to feel comfortable with your experience abroad. We are happy to provide any materials (syllabus, photos, etc) the administration requests and are willing to speak directly with them if necessary.

What documents are needed for travel?

All participants will need a valid passport and some will need a visa for entry. In addition, some countries require a notarized letter from parents granting permission for the child to travel outside the country. Requirements change often so it is best to contact the country's embassy or consulate and find out exactly what is needed. Sample forms are available from AmeriSpan.



PARTICIPANT F.A.Q.

How will I contact my friends and family back home?

AmeriSpan recommends that you bring a pre-paid phone card with you or a cell phone that works overseas. You may not make phone calls from your homestays, however your parents may call you there. Most schools have on-site access to the Internet for student use and many towns have Internet cafes too.

What should I pack?

Our advice is to pack light. You will be responsible for carrying your own luggage on and off the airplane and to and from your homestay. For specific country packing lists, consult your 'Need-to-Know' sheets.

Am I just in class all day?

No! You have some language classes, but all the programs offer many activities and excursions. Your itinerary is the best guideline of your daily activities.

Is there homework?

Each program is different. Some require homework while others have no homework. However, the term "homework" is used loosely and might not mean lots of handwritten exercises. For example, your homework might be for you to watch a specific TV show, interview a member of your host family, or read an article in the local paper. Your leader may also add assignments for you to complete about the activities and excursions you participated in.

Will I be speaking the target language 24/7?

You will be surrounded by your target language, but will likely have the opportunity to speak English as well. Just remember that you can really build your language skills by practicing at every opportunity; so take advantage of being in another country and use your target language whenever possible.

Can I stay out late? Or leave the program to travel on my own?

For teenage participants, AmeriSpan and the group's leader will discuss rules and a curfew for the group. No exceptions are made, even at the request of your parents. AmeriSpan does not tolerate teenage participants skipping school, missing scheduled activities, breaking curfew, drinking alcohol, using drugs or engaging in sexual activities. Breaking the rules will result in your expulsion and early departure at the cost of your family.

What are the accommodations like?

Many group leaders choose homestay accommodations for their group because it is the best way to get to know the culture and language of your host country and see what daily life is like. Host families will speak to you in the target language, helping you practice the skills in an authentic context. The families must live within a reasonable distance from school, have ample living space, live in a clean, safe, comfortable environment, and enjoy hosting international students.

What types of meals are served?

Your host family will serve you meals customary to your host country. It is best to go into it with an open mind, knowing that you will be experiencing something new and different. Most host families are able to accommodate food allergies and preferences with advance notice.

Can I change host families before or while on the program?

If you are having a problem or feel uncomfortable in your host family, let your leader or the school's homestay coordinator know immediately. They will help you try and resolve your problem. If the best solution is to switch to a new family and there is another family available, the homestay coordinator will help you do so. Remember, the sooner you speak up, the sooner your problem can be solved.

PARENT F.A.Q.

How are host families chosen?

The school selects each host family after completing a rigorous application process. A family must meet the school's high standards before they can accept students into their homes and they must agree to all of the school's rules and guidelines. Each family is required to provide students with basic necessities. Keep in mind, most host families provide students with more than the minimum required. Periodic visits are made to the homes to ensure things are kept at a suitable level.

How will I know my child has arrived safely?

For group programs, AmeriSpan recommends that leaders set up a phone chain using the students' at-home contacts for the quickest way to keep everyone informed. Keep in mind that flights are rarely on time, immigration lines are usually long and the group needs to get from the airport to their lodging. These factors may cause a delay with the group's leader communicating with you.

How can I communicate with my child? And vice versa?

The best way to keep in touch is to purchase a pre-paid phone card or a cell phone that works overseas. Participants may not make phone calls from their homestays, however parents may call the participants at the homestay. Most program locations have access to the Internet as well.

If we apply & change our minds, can we get our money back?

The registration fee for Group Programs is non-refundable. You are entitled to a full refund (excluding registration fee) when you cancel more than 8 weeks before your start date. If you cancel within 4 – 8 weeks notice, you will be billed for 25% of the program cost and the registration fee. If you cancel less than 4 weeks before the program start date, THERE ARE NO REFUNDS. There are also no refunds once the program begins. Airfare arranged by AmeriSpan is non-refundable.

What type of spending money should my child bring?

We recommend a combination of debit/credit card, cash and travelers checks. In most program locations, there are ATM machines. Although traveler's checks can be more difficult to use, we still recommend some just in case your child loses their purse or wallet. Your child will be responsible for any meals not included in the program, as well as snacks, souvenirs, drinks etc. Transportation to/from school and during his/her free time is not included in the program cost. For most countries there is an airport departure tax.

Can I contact AmeriSpan directly?

It is always best to contact your child's group leader before contacting AmeriSpan. If you are unable to do so, do not hesitate to contact us. If you need to get a hold of your child while they are traveling, please call the AmeriSpan office or our 24 hour Emergency Phone number and we will help you get in touch with your child.



PLANNING & RECRUITING

SUGGESTED TIMELINE

8 MONTHS

Choose dates & location –

- Outline objectives
- Get permission

7 MONTHS

Get quote & sample schedule –

- Call AmeriSpan
- Review & revise schedule

6 MONTHS

Hold participant and/or
parent's meeting –

- Start marketing
- Collect applications

5 MONTHS

Send in applications –

- Receive initial confirmation

4 MONTHS

Meet with participants
and/or parents –

- Hand out confirmations

3 MONTHS

Send in final airfare payment –

2 MONTHS

Send in final payment –

- Receive final confirmation
and schedule

1 MONTH

Give out homestay & school info –

- Hold final meeting

0 MONTHS

Enjoy your program! –

PLANNING TIPS

Start Early

To get a successful start, we recommend leaders begin planning 6-8 months before traveling. This gives both the group leaders and AmeriSpan time to get every detail perfect. This also allows participants and parents enough time to make decisions, apply for passports, and raise money for the trip.

Pick Your Dates

Try and choose dates that will fit into most people's schedule. Ask administrators, participants, and parents if there are dates that conflict with school activities, holidays, exams or other obligations that might hold back participants. If you find your dates will not work out, please inform AmeriSpan so we can help you plan for alternate dates.

Choose Location(s)

Location, Location, Location! This is what sells participants and parents. Make sure to choose a location that will appeal to broad spectrum of participants, but also will allow you as the leader to accomplish your trip objectives. If leading a younger group, keep in mind the safety concerns of parents as well.

Outline Objectives

Consider what you want to accomplish on this trip and what you want participants to gain. How can these goals be achieved? Consider how classes, activities, lodging, lectures, and excursions will impact your overall purpose. Think about who will participate and make sure the objectives are achievable within their limits.

Set Expectations

It is important that everyone involved have a clear set of realistic expectations for the program. As a leader, you must be realistic it what your participants can do in a given time. Be careful not too plan too much. Also, remember AmeriSpan has its limitations as well. We will work our best to get you what you want, but there are certain things beyond our control. Students must also understand what is expected from them. When language classes involved, students must be aware this is a serious academic program. They must attend classes on time and participate fully in classes and activities. There are more appropriate times to have fun with friends.

Identify Constraints

Take into consideration anything that could prevent the program from running, and running smoothly. Think of reasons why your school would not allow the program. What would hold back parents from signing up their children? Know how to quell fears and uncertainties that may come up. If there are organizational requirements, make certain they are included from the start. Also, take into account some participants and their families may have a budget.





PLANNING TIPS

Get Permission

Depending on where you work, you may need permission to organize a group travel program. Get permission before students become involved. Please let AmeriSpan know if there is any documentation that you must provide to your administration.

Estimate Participation

It is important to know how many students will participate in the program. If the group is going to be large, you may want to consider additional leaders or chaperones to assist you. You may need to set a limit to the number traveling. Also, some activities are better suited for groups of different sizes. Figure out what is manageable for your group.

Ask for a Quote

Contact AmeriSpan and ask us for a price quote. Be sure to include all the necessary information such as dates, location(s), lodging, age, participation, activities, and any special requests. The more AmeriSpan knows up front, the faster we will be able to prepare your quote. Keep in mind, that if your program is customized, it may take longer to complete the quote. To request a quote for your program fill out our Online Request Form.

Marketing Plan

Get the word out! Make sure as many people know about the program as possible. By creating a buzz, you will gain more interest. Hold an information session, both for participants and parents. Create marketing materials that have all the key information on them and are visually appealing. Pictures are the great way to capture interest. Use your resources wisely; display posters; put an advertisement in the school newspaper; write an article for the newsletter; hand out flyers after an event; talk at parent-teacher meetings; make constant announcements for all meetings; send emails. Make sure people have materials with all the important details such as the locations, dates, price, and deadlines.

Set Deadlines

Set deadlines and be firm. You will want to set the following deadlines:

- Application & deposit
- Final payment
- Last day to cancel with a refund.

Make deadline dates earlier than preferred and state that absolutely no exceptions are made. This will provide a sense of urgency to the undecided but will allow a few days of leeway for those who are late.

Application materials and payments

Be sure all interested participants have an application packet before the deadline. In order to register a group, AmeriSpan needs a completed application and required deposit for each participant. To ensure availability, it is preferred that AmeriSpan receive all applications at least 4 months prior to the program start date. It is best to send the registrations of all group participants at one time to avoid confusion. Final payment for the group is due 6-8 weeks before departure, or by regulation of the airline if AmeriSpan is arranging airfare.

AmeriSpan is here to help YOU!

AmeriSpan wants your trip to be as successful and beneficial to you and your students as possible. If any questions arise during planning your trip or while you are studying, please do not hesitate to contact us.

IS LEADING A GROUP RIGHT FOR YOU?

Is Leading a Group a Right for You?

Leading a group is a rewarding experience, but it is just not right for everyone. Before you begin planning, you should consider things that would make it challenging for you. Before students and parents become involved, think about the following:

- **Have you lead a group of students in the past?**
- **Have you traveled to this location before or do you know someone who has?**
- **Do you have the time to effectively organize this program?**

Experience:

Have you traveled to the city or country where you want to take your students? Whether you answered yes or no, you can still travel with your group. Just be sure to know as much as you can about the location. Identify sites and activities nearby. Consider safety and be prepared to handle questions. Ask colleagues, friends, and family about past experiences.

Organization:

For your trip to be a success, you must be organized. If you let things slip through the cracks, your group could suffer. If you think it is too much for just you, enlist a colleague or parent to help. You will have someone to share the workload and another person to travel with during the program.

Parents:

Parents need the most convincing. Show students some pictures and they are in! However, parents will have the tougher questions: safety, supervision, itinerary, teachers, payments, flights, etc. Know your plans and speak confidently.

Accountability:

Remember, you will be accountable for the students and the success of the program. The more you understand and the more you put into this, the higher the return you will receive abroad.

JOIN A GROUP

If you are planning on traveling as a group and would like to include participants from outside your school, organization, or circle of friends, AmeriSpan will post your program on our site and invite others to join! This is an excellent option for leaders who do not want their group to be too small or for those who want to expose their participants to a more diverse group. If you are planning studying with AmeriSpan, but do not feel like going alone, joining an existing group is for you.

"The Spanish language program in Alajuela, Costa Rica... has been such a success for our students that we are expanding it to a three-week stay and offering our own university credit for the program."

- Pat McLean, University of Wyoming, WY

READY MADE PROGRAMS

SPAIN: Barcelona

Spanish

Barcelona is northern Spain at its finest and offers a lot to group travelers. Check out Antonio Gaudi's vibrant and intricate architecture or absorb the older side of Barcelona in the Gothic Quarter. Practice your Spanish in one of the many city parks or while relaxing by the beach. Take in a museum, visit a church, or spend time snapping photos around this modern metropolis. Whether each person in your group loves one, some, or all of these things everyone is sure to have a good time in this lively and colorful city.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Cosmopolitan city with much to offer, including beaches

Things to Consider: There are two official languages spoken, Castilian (regular Spanish) and Catalan (nothing like regular Spanish)

Notable: The art and architecture here are some of the most notable in the world

SPAIN: Madrid

Spanish

The famed capital of Spain is celebrated for its cultural and artistic heritage as well as some of the liveliest nightlife in the world. For groups interested in art, the city hosts some of the world's finest art museums and participants could spend days exploring them. Cultural events such as concerts, dance shows, and bullfights can all be seen many nights of the week, keeping participants actively involved in the Spanish way of life. Madrid also makes the ideal base for exploring the various regions of Spain on weekends.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: There is something for everyone to enjoy in Madrid: art at the Prado, nightlife, beautiful weather, and more

Things to Consider: There are many tourists in the summer and much English can be heard

Notable: Because of Madrid's central location, all parts of Spain are easily accessible within 5 hours

SPAIN: Salamanca

Spanish

Salamanca is home to the world's second oldest university and locals have a strong affinity for education, making them patient and helpful with students practicing their Spanish. This is an ideal characteristic for an immersion city. Salamanca is easily navigated on foot, giving it the convenience of a big city, with a small town feel. It is also considered to be one of the safest cities in Spain, allowing students to comfortably enjoy the lively student-driven atmosphere, concerts, theater, historical sites, and much more that Salamanca has to offer.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Salamanca is a youthful and vibrant city, where everything is within walking distance

Things to Consider: Salamanca is over two hours from the nearest international airport (Madrid)

Notable: Salamanca is home to the oldest university in the world and it is still in operation today

SPAIN: Sevilla

Spanish

The Andalusian capital of Sevilla offers something for every member of a group. It is modern, but moderately sized and steeped in its own unique history and culture. Sevilla's past is evidenced in its Moorish architecture, grand cathedral, flamenco shows, bullfights, and traditional religious celebrations. It is also home to the largest old quarter in Europe. Sevilla's residents will make any group feel at home. They are warm and lively and welcome students into their homes with open arms. From Sevilla, groups can explore other important cities of Andalusia such as Cordoba, Granada, Malaga, and beyond



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: : Sevilla is known for having some of the most friendly, kind, and fun-loving people

Things to Consider: July temperatures can top 100° F

Notable: Visit during Samana Santa for a truly festive celebration



ARGENTINA: Cordoba

Spanish

Cordoba, dubbed Argentina's 'Cultural Capital,' makes the perfect location for groups to take Spanish courses and learn about Argentinean culture. In the city center, there are endless churches and chapels to be seen, each holding little treasures. Argentina's oldest university is located here. It is still open to students and the college population gives Cordoba its youthful feel. Just outside the city, visit the sprawling *estancias* or practice adventure sports like climbing, rappelling, and paragliding in Cordoba's hills.



Program Snap Shot:

Group Ranking: ☆☆☆

Why Here: University town with a European feel

Things to Consider: Airfare to Argentina can be expensive

Notable: Many of the teachers have degrees in Spanish as a Second Language from a local university and have taught at the school for many years

BOLIVIA: Sucre

Spanish

Sucre, located in the Andean highlands, is Bolivia's most beautiful location. Due to its location in a valley surrounded by low mountains, groups will find a mild and comfortable climate year-round. Students will have plenty to see and do in and around Sucre, with a wealth of churches and museums, indigenous markets, and archeological sites. Group participants can easily explore this small university town on foot and will delight in Sucre's temperate climate, rich colonial history, and textile shopping.



Program Snap Shot:

Group Ranking: ☆☆☆

Why Here: Sucre is a colonial style university town with friendly, well-educated locals and few English speaking tourists

Things to Consider: Requires an additional airfare package from La Paz to Sucre

Notable: In 2000, AmeriSpan asked our partners in Ecuador to open a school in Sucre, an ideal place to learn Spanish

COSTA RICA: Alajuela

Spanish

Nestled in the village of Carrillos, just outside the main town of Alajuela, the institute is encased surrounded by nature, making Alajuela an excellent location to teach students about plant life, animals, and the environment in addition to Spanish. Students will soon feel at home in this small close-knit community. Host families are warm and welcoming and look after the student with great care. With its central location, Alajuela makes the ideal base for weekend excursions outside the Central Valley.



Program Snap Shot:

Group Ranking: ☆☆☆

Why Here: Innovative and dynamic Spanish program set in local community with a tropical setting and a view of Poas Volcano

Things to Consider: A daily bus ride is required to get to school

Notable: Be sure to visit nearby Poas Volcano for an overhead view of the crater

COSTA RICA: Heredia

Spanish

A long time favorite for groups, Heredia is a medium-sized city, just a few miles from Costa Rica's capital of San Jose. Despite its small size, Heredia maintains a youthful and urban feel. Students will be busy here with daily Salsa and Merenge classes and weekly cooking class. Because the school also teaches English to locals, students have the opportunity to meet, practice conversational skills, and make a local friend. Located within a 5-minute walk of all main points of interest in the city, the school provides an attractive base for groups.



Program Snap Shot:

Group Ranking: ☆☆☆☆

Why Here: Past groups leaders rave about the lively atmosphere & the constant availability of activities at the school and in town

Things to Consider: There is an airport departure tax when leaving Costa Rica

Notable: Pair this location with time at its sister school in Samara Beach & enjoy the best of both environments

READY MADE PROGRAMS

ECUADOR: Quito

Spanish

Quito is located in a beautiful valley and is surrounded by the snow-capped peaks of the Andes. Despite its growing size, Quito has kept its colonial charm and surprisingly, has a friendlier and safer feel than other large Latin American cities. Groups will receive closed group classes, a city tour, and 2 weekday activities, as well as two weekly opportunities to volunteer with a local organization. It is easy to reach most parts of the country in less than a day from Quito, so a wealth of additional activities is available for groups. Possibilities include the Cloud Forest Reserve, Coropaxi Volcano, and the local Indian markets.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Ecuador is known for having some of the friendliest host families

Things to Consider: It can take a few days to adjust to the high altitude

Notable: For longer program, you can add a week at the school's cloud forest campus

GUATEMALA: Antigua

Spanish

Known for its colonial charm and friendly people, Antigua is an ideal location for groups of all ages and sizes. The town is easily navigable on foot making it ideal for walking tours and cultural visits after class. Because of its size, all homestays are located within walking distance from the school. Antigua convenient location in Guatemala also makes it easy for groups to reach some of Guatemala's most famous sites, including the famed Lake Atitlan or the awe-inspiring ruins of Tikal. Volunteer projects are also available for interested groups.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Full and part time volunteer projects available for groups

Things to Consider: Living conditions are basic (small room, plain food, etc.)

Notable: Weekend excursions to the ruins of Tikal or Lake Atitlan are memorable

MEXICO: Guanajuato

Spanish

Always a popular Mexican destination for group travelers, Guanajuato is rich in history and culture. It is here that Mexico began its road to independence and it is the perfect location to learn it and see it. Students can explore Guanajuato's maze of cobblestone streets and alleys that wind around steep hillsides. They can take in the city's magnificent colonial buildings, stunning tree-filled plazas and brightly colored houses crammed onto the steep slopes. It is a charming city that exudes energy and youthfulness, largely due to the student population from the University of Guanajuato.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: The school director is actively involved and personally cares for students

Things to Consider: Guanajuato's hilly terrain can be a challenge for some

Notable: Intercambios are available with local students studying English at the school

MEXICO: Playa del Carmen

Spanish

Located on the Yucatan Peninsula, Playa del Carmen is an excellent location for groups wishing to combine studying Spanish, taking in the Mayan culture, and relaxing on the beach. Located in the center of Mexico's Riviera Maya, Playa del Carmen offers groups the chance to explore the ruins of Tulum and Chichen Itza; go snorkeling, scuba diving, or windsurfing; or they can unwind after a day of class on Playa del Carmen's white sand beaches. While still maintaining some of its small fishing village charm, Playa del Carmen has a great deal to offer groups of all ages.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: The school is conveniently located near all the major beaches

Things to Consider: Many tourists here; much English is spoken

Notable: The location offers groups easy excursions to the nearby Mayan Ruins



PERU: Cusco

Spanish

Cusco is known as the base for visiting in the world famous Machu Picchu, but it offers so much more. Whether participants are interested in history, culture, archeology, art, or volunteering, everyone will find something they enjoy in Cusco. Students can visit the local museums; learn about the Incan Empire; shop the indigenous Pisac Market and climb the nearby ruins; travel the Inca Trail; or spend a few afternoons volunteering with local children. Cusco truly is an exciting place to learn Spanish and discover Peruvian history and culture.



Program Snap Shot:

Group Ranking: ☆☆☆☆

Why Here: School director is onsite and very hands on with participants

Things to Consider: Additional travel time to Cusco can be costly

Notable: Consider adding on afternoon volunteer work, a weekend excursion to Machu Picchu, or both!

MOROCCO: Rabat

Arabic

Rabat, the quiet and French-influenced capital, is home to some of Morocco's most important monuments and historical sites. They are all easily accessible to groups since all points of interest inside Rabat are within walking distance. Students can explore the centuries old palaces and mosques or meander the marketplaces established in medieval times. Rabat's central location puts it within easy reach of other destinations, such as, Casablanca, Fes, Tangier, and Marrakech. With its mild climate, friendly people, and safe streets, Rabat makes the perfect setting for groups of all ages to study Arabic.



Program Snap Shot:

Group Ranking: ☆☆☆☆

Why Here: Wonderful reports received from past participants

Things to Consider: A dress code is enforced to comply with cultural norms

Notable: Be sure to take a camel trek through the Sahara Desert

CHINA: Beijing

Chinese

In a city where ancient meets modern, Beijing had plenty of both worlds for groups to experience. Today a trip to Beijing gives the impression that one is witnessing the blending of ages. Ancient temples can be found amongst rising skyscrapers. Steel and concrete are steadily replacing silk and carved wood as old traditions compete with modern-day conveniences. To complete the contrasting attitude of the city, locals find time to sit, play chess, and talk, despite the hurried pace of city life. Language students in Beijing can take advantage of these opportunities to learn Mandarin in a relatively pure form from friendly locals.



Program Snap Shot:

Group Ranking: ☆☆☆

Why Here: Beijing is a cosmopolitan city with much to offer groups all ages and backgrounds

Things to Consider: There are many cultural differences that students may need to adjust to upon arrival

Notable: Be sure to try your hand at bargaining in the infamous street markets. It's a unique experience!

FRANCE: Aix-en-Provence

French

For groups wanting to study in France, Aix-en-Provence offers an idyllic backdrop. It is a young and lively university city, known for its rich architectural heritage. Groups can take advantage of this setting to practice their language skills chatting with local shopkeepers and servers while enjoying Aix-en-Provence's scenic views. The surrounding region also offers many places for groups to discover. From here, consider excursions to the historic cities Arles, Avignon and Nîmes, or the mountain Sainte-Victoire.



Program Snap Shot:

Group Ranking: ☆☆☆☆

Why Here: The school environment is highly social and interactive amongst students and teachers

Things to Consider: Cost of living is high in France

Notable: : During the summer months, Aix-en-Provence hosts many festivals, including the famous International Arts and Music Festival every July

READY MADE PROGRAMS

GERMANY: Munich

German

Munich, the capital city of Bavaria, is known for many things that make it an attractive sight for groups learning German. It has mild springs and warm summers, when students can stroll the ancient streets. Fall is famous for its renowned Oktoberfest celebration and winter brings traditional Christmas festivities. Year-round, students can shop in one of Munich's many famous markets or spend hours in the many world-class museums and galleries. Groups of all ages and interests are sure to find joy amidst the cozy streets of Munich.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: There is a great international mix of students at the school

Things to Consider: School commute usually involves a minimum 20-minute ride on public transportation.

Notable: Munich offers a mix of old and new, where age-old traditions exist side by side with modern conveniences. Enjoy it all!

ITALY: Florence

Italian

Considered the birthplace of the Renaissance, Florence is the heartbeat of Italy and has much to offer language learners. Located in the heart of Tuscany, Florence is known for its breathtaking architecture and sculpture, and its galleries, museums, and treasure-crammed churches. Outside some of the world's best sites, language students can converse with locals over a cappuccino; practice vocabulary while ordering a bowl of pasta; bargain in Florence's street market; or take in the sounds of Italian while walking in town. The possibilities are endless for groups wishing to study Italian in Florence.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Florence has much art, architecture, and culture for students to enjoy and the school is located centrally so all is within easy access

Things to Consider: Florence has many international tourists in the summer

Notable: The school has campuses in Rome, Milan and Siena. Consider studying in multiple cities

JAPAN: Kanazawa

Japanese

Many flock to Kanazawa to view its gorgeous, year-round, natural scenery. Groups can observe the seasonal changes that are so carefully celebrated here in traditional cuisine, decor, and festivals. This makes any time of year a unique experience for group travelers. Much more manageable in size and less overwhelming than Tokyo, Kanazawa can provide groups comfort in the closeness of the community and peacefulness in their surroundings. For an authentic view of the culture and customs of Japan, Kanazawa is the place to visit.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Kanazawa has managed to maintain its tradition while still becoming a modern city

Things to Consider: The school is only open from March to October

Notable: Take part in a traditional tea ceremony and Kimono dressing ceremony

BRAZIL: Maceio

Portuguese

Maceio, located on the east coast of Brazil, is best known for its lagoons and beaches. With average temperatures near 80, groups can study year-round. The city is famous for its 16th Century Baroque-style homes, which can easily be explored on foot after class. Students can also discover the strong rhythms and energetic dance steps of Maceio in class then take what they learn into the streets. Maceio offers groups countless cultural places of interest, architectural sites, and outdoor adventures. Because it is largely undiscovered by foreign tourists, Maceio is a great destination for group immersion.



Program Snap Shot:

Group Ranking: ★★★★★

Why Here: Maceio is still largely undiscovered by foreign tourists

Things to Consider: : Most travelers will need a visa to enter Brazil

Notable: Spend a day on *Praia do Gunga*, one of Brazil's most beautiful beaches



TEENAGER & VOLUNTEER

TEEN GROUPS

Group travel with teenagers can be overwhelming. One of the most important aspects is making sure you have the proper ratio of students to adults. Even all the planning in the world cannot help if there are too many kids to look after in another country.

If you are not sure you have enough teachers or parents to help supervise, consider taking your class on one of our pre-arranged summer Teenager Immersion Programs. These programs are designed to accept students as individuals or in groups. The daily classes and activities will already be planned and additional counselors will already be onsite.

Also, by joining a teen program, your students will have more opportunity to interact with the other teens onsite. In many of our camps and immersion programs, the student body has a great international mix and this will allow students to learn about people and cultures from all around the world, not just their host country.

Teen programs suitable for groups:

- **Summer Camps** – These are specifically designed for teenagers at a special campus, separate from the campus for adults. Most camps have a special residence or dormitory where participants eat and sleep. The students will study and participate in activities here as well. Excursions off campus are arranged some evenings and on weekends. Normally, these programs have the most supervision.
- **Junior Immersion** - Programs are designed for teenagers but the program may share facilities with the adult program. All classes are separate from adult classes. Housing and meals are with host families. The families are chosen based on their willingness to enforce a curfew and provide some supervision. These programs are highly supervised but transportation to and from school and any free time between dinner and curfew is unsupervised (unless the group chooses to add additional activities.)

VOLUNTEER GROUPS

Volunteer. Share your skills. Make a difference. Experience, learn and grow together

Student and faculty members, community groups, and businesses often look for ways to study and experience culture while helping those who need it most. AmeriSpan has recognized this desire and has put together special group volunteer options. Groups can volunteer just a few days or everyday before or after class. Participants can also spend their entire day volunteering at local organizations.

Options available for groups:

- **Experiential/Part-time Volunteering**

This option is for groups who would like to incorporate a service aspect into their program, but the focus is still on their language classes and cultural activities. This is also a good option for groups tight on time. It will allow students to experience many aspects of their host country in a short time. In this program, students would volunteer 1 to 3 times per week before or after language classes. Placements are available for all ages and language levels.

- **Full-time Volunteer**

Groups with extended time may consider a full time volunteer placement. Participants will begin volunteering full-time after they complete the desired weeks of classes. Students will be able to improve language skills and dedicate time to a local organization, while also participating in cultural activities. This program offers the full immersion experience.

- **Volunteer Only (no required language classes)**

Groups not interested in language study may also be eligible for volunteer placements. This means the group will volunteer without taking any classes. This is best for groups with more advanced language abilities or specialized skills.

Teenager Favorites

Spain Programs: 10 years ago, we began offering our teenager summer program in Marbella, Spain. Since then teenagers, (and their families) continue to flock to Spain in the summer. In 2010, we are offering summer camps in Barcelona, Madrid, Marbella, Salamanca and Valencia. Teens can also take advantage of our Junior Immersion programs in Granada and Sevilla. Programs fill up fast and lower airfares disappear quickly so don't delay!

Alajuela, Costa Rica: AmeriSpan's 1st ever teenager program! This long-standing program was chosen as an ideal teen location because of the safety and stability of Costa Rica, as well as being a relaxed, fun and well-supervised program. The school from the outset has been one of our top ranked Spanish schools, as they offer an extremely highly quality academic program.

La Manzanilla, Mexico: Relaxed, small town, owner-operated school with lots of personalized attention, beach and excursions makes this a popular program. One of the best aspects is the program for teenagers include a volunteer component where the participants can make a difference.

Volunteer Categories

**Construction • Education
Environment & Nature
ESL Teacher • Social Work**

Program Highlight

**Inspiring Community Center:
Cordoba, Argentina**

This project is a non-profit, non-governmental organization that provides several services and protection to that part of Cordoba's population that suffers from severe poverty. The main objective of the people who work in this project is to foster a sense of dignity, transmitting a feeling of self-assurance. Most of all, they want to provide the population of the neighborhood with tools and knowledge, so that they can improve their own situation. The complete program includes a food program, a small but skilled factory of pastas, a second-hand clothes shop, workshops and a day-care for about 70 children. Volunteers are welcome to help everywhere. Professionals are also welcome to set up new workshops that can help improve the professional skills of the clients.

HOW TO REGISTER

REGISTRATION AND PAYMENT

To insure a space in an AmeriSpan Group 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. Group Programs without airfare: Submit a completed application and \$100 non-refundable deposit per person.
2. Group Programs with airfare: Submit a completed application and \$200 non-refundable deposit per person. The total cost for the program is due 6 weeks prior to the start date. Applications and full payments received less than six weeks prior to the start date will be subject to a \$35 late fee. All payments may be made with personal check, money order, VISA, Mastercard, American Express and Discover.

Important note: If AmeriSpan is arranging airfare for your group, the airfare portion of the final payment may be due 8-10 weeks in advance, depending on when you are registering. Late registrants may not be able to travel on the same flight or at the same price as participants who submit deposits on time.

REFUND POLICIES (excluding Alajuela, Costa Rica)

The deposit (\$100 or \$200) is non-refundable. You are entitled to a full refund (excluding the deposit) when you cancel more than 8 weeks before your start date. If you cancel within 4 to 8 weeks before the program start date, you will receive a refund (excluding registration fee) less a 25% penalty. If you cancel less than 4 weeks before the program starts, you will be entitled to no refund. You will be entitled to no refund after the program starts. If it was due to a personal emergency and you notify AmeriSpan in writing, we will review your claim and may issue a partial refund. Airfare arranged by AmeriSpan is non-refundable.

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.

TRANSFERRING PROGRAM POLICIES

The deposit (\$100 or \$200) is non-transferable. You may transfer your entire program fees paid (excluding the deposit) when transferring more than 8 weeks before your start date. If you transfer within 4 to 8 weeks before the program start date, you may transfer all fees paid (excluding registration fee) less a 25% penalty. If you transfer less than 4 weeks before the program starts, you may transfer all fees paid (excluding registration fee) less a 50% penalty.

DISCOUNTS & INCENTIVES

AmeriSpan's repeat customer discount and all other listed discounts and specials do not apply to Group Programs.

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. Your enrollment is for 6 months and will begin 2-3 weeks prior to your start date. AmeriSpan has information about purchasing additional travel/health insurance. Companions of students are not eligible for this travel assistance package. 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, the school, nor the host family are responsible for any part of any medical bills.

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, overstay in your lodging, hosting overnight guests in your lodging, and lost books.

BEHAVIORAL EXPECTATIONS

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.

In the case of participants under the age of 18, use of alcoholic beverages and/or illegal drugs - at any age will not be tolerated. AmeriSpan reserves the right, without escort, and without refund, to send home any participant who does not conform to policy for alcoholic beverages and/or who uses illegal drugs. The return trip will be at the participant/family's own expense; no refund to be given.

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.



GROUP PROGRAM 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



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)

Any knowledge of other languages? _____

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

Program Type: _____ Program Name: _____

Location (City & Country): _____ Weeks: _____ Start Date: _____ End Date: _____

Airport Pick-up: Yes/No Arrival Date/Time/Airline & Flight No.: (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
	Children			
	Smokers			

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.

	Special Dietary Needs:
	Allergies:
	Anything Else:

PROGRAM COSTS

Registration Fee (in addition to program cost) Please note \$200 due if AmeriSpan is arranging airfare.	\$100 or \$200
Program Cost	
Airfare Cost	
Late Fee if submitting after dates specified on back of form. Airfare subject to change.	
TOTAL COST	

Check/Visa/MC/AMEX/Discover N° _____ 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). Group Programs (without airfare): To register submit a completed application and \$100 non-refundable deposit per person. Group Programs (with airfare): To register submit a completed application and \$200 non-refundable deposit per person. The total cost for the program is due 6 weeks prior to the start date. Applications and full payments received less than six weeks prior to the start date will be subject to a \$35 late fee. Important note: if we are arranging airfare for your group, the airfare portion of payment may be due 8-10 weeks in advance, depending on when you register. Late registrants may not be able to travel with or at the same price as participants who submit deposits on time.

Refund Policies

The \$100 deposit (\$200 if arranging airfare) is non-refundable. Cost of Program: You are entitled to a full refund (excluding the deposit and airfare cost) when you cancel more than 8 weeks before your start date. If you cancel within 4 to 8 weeks before the program start date, you will receive a refund (excluding registration fee) less a 25% penalty. If you cancel less than 4 weeks before the program starts, you will be entitled to no refund. You will be entitled to no refund once the program begins. If it was due to a personal emergency and you notify AmeriSpan in writing, we will review your claim and may issue a partial refund. Airfare arranged by AmeriSpan is non-refundable.

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 deposit is non-refundable. If you cancel for any reason more than 4 weeks before your start date, you will receive a refund (excluding registration fee and airfare cost) less a 25% penalty. If you cancel less than 4 weeks before the program starts, you will be entitled to no refund. You will be entitled to no refund once the program begins.

Transferring Program Policies

The \$100 deposit (\$200 if arranging airfare) is non transferable. You may transfer your entire program fees paid (excluding the deposit) when transferring more than 8 weeks before your start date. If you transferred within 4 to 8 weeks before the program start date, you may transfer all fees paid (excluding registration fee) less a 25% penalty. If you transferred less than 4 weeks before the program starts, you may transfer all fees paid (excluding registration fee) less a 50% penalty.

Price

If the number of group participants changes, all program and airfare prices are subject to change.

Discounts & Incentives

AmeriSpan's repeat customer discount does not apply to Group or Special programs.

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. Your enrollment is for 6 months and will begin 2-3 weeks prior to your start date. AmeriSpan has information about purchasing additional travel/health insurance. Companions of students are not eligible for this travel assistance package. 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, the school nor the host family are responsible for any part of any medical bills.

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 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.

In the case of participants under the age of 18, use of alcoholic beverages and/or illegal drugs - at any age will not be tolerated. AmeriSpan reserves the right, without escort, and without refund, to send home any participant who does not conform to policy for alcoholic beverages and/or who uses illegal drugs. The return trip will be at the participant/family's own expense; no refund to be given.

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.

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

Signature: _____ Participant: _____ Date: _____

REQUEST A CUSTOM PRICE QUOTE

Group Leader Name: _____

School/Business: _____

Email: _____

Work Phone: _____ Cell: _____ Fax: _____

Address: _____

Trip Details:

Destination(s): _____ Dates: _____

Number of prospective participants: _____ Age: _____ Grade: _____

Number of group leaders: _____ Will group leaders study? Y/N _____ Comments: _____

Lodging Preference: _____

Language Study: Y/N _____ Hours/day: _____ Number of Weeks: _____ Lang. Level: _____

Airport Pickup: Y/N _____ From Arrival City: _____

AmeriSpan Arranged Airfare: Y/N _____ Departure City _____ Arrival _____

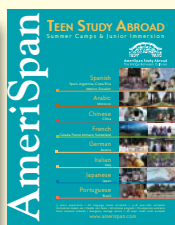
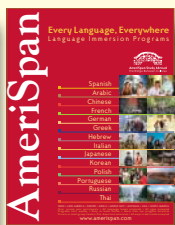
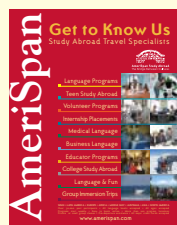
Special Theme: _____

Additional Classroom Needs: _____

Activity/Tours/Excursions: _____

Additional Notes/Comments: _____

REQUEST CATALOGS TODAY!



Mail or fax to:

AmeriSpan Study Abroad
P.O. Box 58129
Philadelphia, PA 19102-8129 USA
Fax: 215-751-1986

Catalogs Requested:

- ☐ Get to Know Us
- ☐ Worldwide Language Programs
- ☐ Teen Study Abroad
- ☐ Volunteer & Intern

- ☐ Professional Development
- ☐ College Study Abroad
- ☐ Language & Fun
- ☐ Group Immersion Trips

Every Language, Every Culture, Everywhere



AmeriSpan Study Abroad
The Bridge Between Cultures
P.O. Box 58129
Philadelphia, PA 19102-8129

REQUEST OTHER AMERISPAN CATALOGS:

Worldwide Language Programs

Teen Study Abroad

Volunteer & Internship

College Study Abroad

Language & Fun

Get to Know Us

Professional Development:

- Medical Spanish & Portuguese
- Business & Professional
- Programs for Educators & Teachers

PAST PARTICIPANTS SAY IT BEST:

"First of all, let me state that I have gone on multiple trips like this one...Everything was well organized, planned, and executed. I continue to be very confident working with AmeriSpan. It definitely makes the trip much less energy-consuming. All of the trips (to Costa Rica) were worthwhile."

-Dan Bouvier, Monument Mountain Regional High School, MA

"Excellent instruction (in Heredia). My students were in levels I and II and I was in level IV. I am very pleased with AmeriSpan."

-Dr. Murdina D. Macdonald, Craven Community College, NC

"The AmeriSpan staff was amazingly patient. They went above and beyond the call of duty on several occasions. Many of the activities (in Monteverde) and excursions were excellent. The trip to Arenal was the best thing we did!"

-Melanie Manuel, Merion Mercy Academy, PA

"The students enjoyed their stay (in Oaxaca)...they participated in cooking, weaving, pottery, and salsa activities."

-Jean Taraborelli, William Penn Charter School, PA

"I like the classes and homestays (in Madrid) for the students. So much better than a bus here, a bus there..."

-Karen Tharrington, Wake County Public Schools, NC

"From the beginning plans through our return flight, AmeriSpan staff members were consistently helpful, informative, organized and flexible. They listened to us and kept our goals in mind as we worked together on the itinerary for Antigua."

-Mitzi Moye, Arendell Parrott Academy, NC

"Our trip was wonderful. The families were kind and enjoyed involving the students in their lives, and my students all expressed a desire to return to Costa Rica. There are two things I love about taking students to Costa Rica: one, of course, is that in three weeks of total immersion, their oral production advances about as much as they would in two semesters in my class. The other is that they come away with the knowledge that personal relationships have a much greater impact on individual happiness than any material possession ever could."

-Chris Smith, Plano East High School, TX


"The Spanish language program in Alajuela, Costa Rica...has been such a success for our students that we are expanding it to a three-week stay and offering our own university credit for the program."


-Pat McLean, University of Wyoming, WY


FOLLOW US!

Facebook: [AmeriSpanStudyAbroad](#)
Twitter: [AmeriSpanAbroad](#)
Blog: [www.AmeriSpan.net](#)

USA OFFICE:

 info@amerispan.com
www.amerispan.com

 1-800-879-6640
215-751-1100

 215-751-1986