



AmeriSpan

THE BRIDGE BETWEEN CULTURES

Application Form

Name: _____ Email address: _____

Permanent Address: _____

City: _____ State: _____ ZIP: _____ Country: _____

Home Ph: _____ Cell Ph: _____ Emergency contact phone & name: _____

Birth date: ____/____/____ Sex: Male Female Nationality: _____ Passport No: _____

Occupation: _____ Employer / School: _____

How your heard about us: _____

Please list the name of especially helpful Amerispan staff Member: _____

COURSE:

Target Language? _____ Level: Zero Beginner Intermediate Advanced - Low/Mid/High (Amerispan.com/level)

Any knowledge of other languages? _____

Study Location: _____ Hours/day: _____ Weeks: _____ Course/ Classes: Private Group

Course start date: _____ Course end date: _____ Apply for Academic Credit? _____

LODGING:

**** Please note the we do our best with homestay requests but we can't guarantee anything.**

Type: Homestay Apartment Residence None Room: Private Shared Upgrade: _____

Start date: _____ End date: _____ Companion: Yes No Name _____

Same Accommodation: Yes No Same room: Yes No Same bed: Yes No Allergies: _____

Special dietary needs: _____

Likes children: Yes No Eirther Smoke: Yes No Eirther

Airport pickup: Yes No Arrival Date/Time/Airline & Flt #: _____

PROGRAM COSTS:

Registration Fee	USD 100
Programme	
Airport Pickup	
Brookhaven Acedemic Credit cost (submit Broohaven application and transcripts with this application)	
Other (late fee USD 35, extra homestay days, upgrades, excursions, etc)	
TOTAL COST	USD

Visa/ MC/ AMEX # _____ Exp. Date: _____ CCV/CCV2: _____

Total Amount Authorised for charge: _____ Authorized Signature: _____

Cardholder's Name (if different than above): _____

Billing Address (if different than above): _____

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 3 weeks prior to the start date.** Applications and full payments received less than three weeks prior to the start date will be subject to an additional \$35 late registration fee. All payments may be made with money order, VISA, Mastercard, American Express. Within 2-3 weeks of receiving your application, AmeriSpan will mail you the "Need-To-Know" country fact sheets and a confirmation letter. Your final confirmation is only mail after AmeriSpan receives your full payment and all other necessary information (airline arrival particulars, etc.). Check these confirmations carefully to make sure that everything is correct. If there is an error, call us immediately.

Refund Policy / Changes

All program fees must be paid at least 3 weeks prior to arrival otherwise AmeriSpan reserves the right to cancel the student's place.

For Cancellations or Changes 3 weeks prior to your arrival:

- The 100 \$ deposit will not be returned for any cancellations made.
- All refunds will have an administration charge of 10% (a minimum of 65 \$).

All students who wish to cancel their program (course and / or accommodation) prior to their arrival should notify AmeriSpan in writing by fax, e-mail (admin@amerispan.com). Cancellations not received via email means will not be accepted. No refunds can be given for any cancellations made later than 3 weeks prior to arrival or during your stay. Exceptions can be considered on request. All changes within 3 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. Changes after arrival: to be made with the school under their conditions. For AmeriSpan you will be entitled to no refund after the program starts. AmeriSpan cannot be held responsible for cancellations due to Act of God.

Local holidays & Reduction of hours

Classes canceled in honor of local holidays will not be made up and are not subject to any refund. Holidays are listed with each program listings. At some group programs, if there are a limited number or no other students at your current language level, your hours may be reduced.

Class Hours & Schedules

Throughout this website, we use the term "class hours" which should be interpreted like "university hours". If a program lists 20 hours/week, you will receive 20 sessions/week. These sessions vary from school to school and range from 45 minutes to 60 minutes. Classes are scheduled either in the morning, the afternoon or the morning and the afternoon. AmeriSpan CAN NOT guarantee specific scheduling requests. Scheduling is set by each individual partner school and may be affected by the program that you select, your language level and/or the time of year that you are participating.

Organized Activities

Some schools offer complimentary organized activities such as (dance classes, movies, lectures, small trips, etc.). If the activity is a small trip outside of the school, there might be some minor expenses involved (bus fare, entrance fees, etc.).

Sister Campuses

Several programs offer the option of spending one or more weeks at another campus at the beach or in another city or village. There may be extra charges associated with participating. Full details are available upon arrival at the main campus. The special campuses are mentioned throughout this catalog for informational purposes only. AmeriSpan cannot guarantee that the special campus program will be operating or have space during your trip. A few allow you to register prior to your trip and prices are listed on our price sheet.

Text Books & Materials

In most locations, your first set (usually first 3-4 weeks) of text books may be included in your tuition and paid for by AmeriSpan. At some school locations you may need to buy books at the school. Some other schools may loan the books but require a modest deposit that will be refunded when the text book is returned. In some cases, participants studying for longer than 4 weeks may finish their first book and need to buy an additional book on site. Please note that these policies are subject to change on-site by the school. If this is the case please notify AmeriSpan, so we can inform future students.

Companions of Participants

In most programs, children, spouses and friends may accompany participants and live in the same homestay (prices for companions vary for each program).

Behavioral Expectations

AmeriSpan's programs are geared toward adults (18 and up). Although many programs have options for students under the age of 18, no one under the age of 16 will be accepted into the program unless accompanied by an adult. AmeriSpan cannot be responsible for providing supervision of any kind either through the schools or through the homestay families. This does not apply for Kids & teenagers programs. Participants are expected to be courteous and respectful guests. 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.

Deposit & 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.

Kids & Teens Special

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. 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. 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). 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. All lodging is for participants only; guests are not permitted. No exceptions will be made. Participants may not make phone calls from their homestay. They should plan to use a pay phone or bring/purchase a cellular phone that functions in the country where they will be living. Parents may call the participants at the homestay. It is customary to keep calls brief. Participants are expected to be courteous & respectful guests and should obey all local laws. Illegal drug use or abusive behaviour 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.

Signature*: _____ Date: _____

* If under 18, legal guardian must sign this application