



## High School Abroad Application

Dear Parent,

Since 1985, Greenheart Travel (CCI) has been dedicated to the promotion of cultural understanding, academic development, environmental consciousness, and world peace. Through our many years of experience, we have found that the experiential learning involved in student exchange helps people appreciate other ways of life and consequently improves their own. Over the years, we have worked with thousands of students and seen their lives transformed and enriched as a result of their experiences abroad.

Applicants for our high school abroad program must have an interest in other cultures and be willing to participate as fully as possible in the host country's culture and language, in school, and in host family activities. Other desirable characteristics include: flexibility, curiosity, motivation, and a good sense of humor. When applying for the Greenheart Travel High School Abroad Program, you should have studied the language of the host country for at least two years, have a good academic record and be in good mental and physical health.

At Greenheart Travel we are very happy to offer your son or daughter the opportunity to have this incredible life experience. In order for your child to have the best experience possible it is important for you to be acquainted with the policies and information associated with Greenheart Travel programs. Please take time to carefully review these materials with your son or daughter. Your understanding and support will help ensure your child has an exciting and rewarding exchange.

The following checklist is included to help guide you through the application process and ensure your son or daughter's application is complete before sending it to us.

We look forward to helping your child embark on the adventure of a lifetime!

Best wishes,  
Greenheart Travel Staff

Greenheart Travel  
[www.greenhearttravel.org](http://www.greenhearttravel.org)



# High School Abroad Program

## Applicant Checklist:

Please review the following list and make sure that all items have been completed prior to sending your application to the Greenheart Travel Office. If you have any questions about the application, please feel free to contact the Greenheart Travel Department, toll-free at 888-227-6231.

### Student:

*Have you included the following with your application?*

- Letter to your future host family (*The letter must be written in the language of the country to which you are applying.*)
- Family Photo Album
- Official High School transcripts (*Please attach official school transcripts from the last 3 years.*)
- Teacher's Recommendation
- Medical Record signed and dated by your physician
- 8 passport size photos (*Please note digital photos or photos not passport size will not be accepted. These photos are for official in country documents*)
- Photocopy of passport (*when available*)
- Parent's letter and information
- Non-refundable program deposit of \$500 (*Checks made payable to CCI, we also accept Visa, MasterCard, and Discover Cards*) If you are not accepted to the program, the deposit will be refunded less a \$75 processing fee.

*Have you signed and dated the following?*

- Conditions of Participation
- Liability Release Agreement

### Parents or Guardians:

*Have you signed and dated the following?*

*(Please note: **both** parents or guardians must sign and date, even if parents are separated or divorced.)*

- Parent Permission for Medical Treatment
- Conditions of Participation
- Liability Release Agreement
- Payment and Cancellation Policy

**\*Please note that Greenheart Travel will not review your application unless it is complete.**

**\*Upon receipt of the Application, Greenheart Travel will contact the applicant to schedule an interview.**

**\*For your records, please make a copy of your completed application.**

***Please mail completed Application Materials to:***

*Greenheart Travel*

*712 N. Wells*

*Chicago, IL 60654*

# PROGRAMA DE AÑO ESCOLAR EN ESPAÑA

ACADEMIC YEAR PROGRAM IN SPAIN



## SOLICITUD DEL ALUMNO / STUDENT APPLICATION FORM

Quiero participar en el programa de <i>I am applying for the</i>	<input type="checkbox"/> Curso completo <i>Academic year</i>	<input type="checkbox"/> Semestre otoño <i>Autumn semester</i>	<input type="checkbox"/> Primer trimestre <i>1st quarter</i>
		<input type="checkbox"/> Semestre primavera <i>Spring semester</i>	<input type="checkbox"/> Segundo trimestre <i>2nd quarter</i>
			<input type="checkbox"/> Semestre otoño <i>3rd quarter</i>
Fecha de comienzo <i>Program start date</i>	Fecha de solicitud <i>Application date</i>		

### ALUMNO / Student

Nombre <i>First name</i>	Apellidos <i>Last name(s)</i>	
Dirección <i>Street address</i>		
Ciudad <i>City</i>	C.P. <i>Zip</i>	
Provincia <i>Province / State</i>	País <i>Country</i>	
Tel.	Email	
Ciudad de nacimiento <i>City of birth</i>	País de nacimiento <i>Country of birth</i>	
Nacionalidad <i>Nationality</i>	Residente legal de (país) <i>Legal resident of (country)</i>	
Fecha de nacimiento <i>Date of birth</i>	<input type="checkbox"/> Hombre <i>Male</i>	<input type="checkbox"/> Mujer <i>Female</i>

### PADRE / Father

Nombre <i>First name</i>	Apellidos <i>Last name(s)</i>	
Dirección <i>Street address</i>		
Ciudad <i>City</i>	C.P. <i>Zip</i>	
Provincia <i>Province / State</i>	País <i>Country</i>	
Profesión <i>Profession</i>	Tel. trabajo <i>Work phone</i>	Email

### MADRE / Mother

Nombre <i>First name</i>	Apellidos <i>Last name(s)</i>	
Dirección <i>Street address</i>		
Ciudad <i>City</i>	C.P. <i>Zip</i>	
Provincia <i>Province / State</i>	País <i>Country</i>	
Profesión <i>Profession</i>	Tel. trabajo <i>Work phone</i>	Email

Nombre y edad de hermanos/as  
*Names and ages of brothers / sisters*

## TU HISTORIA PERSONAL / *Your personal history*

Por favor, enumera las cuatro actividades que realizas con más frecuencia cuando no estás en la escuela. Describe lo que haces, por qué te gusta y cuánto tiempo les dedicas. / *In Spanish, please list the four activities in which you spend most time outside of school. Explain what you do, why you enjoy it and how much time you spend on it.*

1.

2.

3.

4.

- ¿Asistes a servicios religiosos?  Sí  A veces  Nunca  
*Do you attend religious services? Yes Sometimes Never*
- ¿Fumas?  Sí  No  
*Do you smoke? Yes No*
- ¿Puedes vivir en una casa en la que haya fumadores?  Sí  No  
*Can you adjust to a home where others smoke? Yes No*
- ¿Tienes alguna alergia? En caso afirmativo, da detalles.  Sí  No  
*Do you have any allergies? If yes, please explain. Yes No*

**Nota:** Es probable que en tu familia haya algún fumador.  
*Note: It is very probable that at least one member of the family smokes.*

- ¿Debes seguir una dieta? En caso afirmativo, da detalles.  Sí  No  
*Do you have a special diet? If yes, please explain. Yes No*

- Si eres vegetariano, ¿estás dispuesto a comer carne/pescado durante tu estancia?  Sí  No  
*If vegetarian, are you willing to eat meat/fish during your homestay? Yes No*

**Nota:** Es muy difícil encontrar familias que acepten a estudiantes vegetarianos.  
*Note: It is very difficult to find host families that accept vegetarian students.*

- ¿Puedes vivir en una casa con animales domésticos?  Sí  No  
*Can you adjust to a home with an indoor pet? Yes No*

## TU FAMILIA / *Your family*

- ¿Con quién vives actualmente?  Padre  Madre  Otros  
*Who do you live with? Father Mother Other*

- ¿Dónde vives?  Casa  Piso  Otros  
*Where do you live? House Apartment Other*

- Ciudad  Pueblo  Otros  
*City Small town Other*

- ¿Normalmente ayudas con las tareas de casa?  Sí  No En caso afirmativo, explica lo que haces.  
*Do you usually help with housework at home? Yes No If yes, please explain what you do.*

Nombre del colegio

*Name of school*

Dirección / ciudad

*Address / city*

Tipo de colegio  
*Type of school*

Público *Public*     Privado *Private*     Otro *Other*

Curso actual  
*Present grade level*

3º ESO *9<sup>th</sup>*     4º ESO *10<sup>th</sup>*     1º Bach. *11<sup>th</sup>*     2º Bach. *12<sup>th</sup>*

Especialidad  
*Speciality*

Ciencias *Sciences*     Tecnología *Technology*     Sociales *Social studies*     Arte *Art*

En España la mayoría de los colegios ofrecen la opción entre asignaturas de ciencias o sociales / letras. Dependiendo de las plazas disponibles en tu colegio, intentaremos matricularte en función de tus preferencias. Por favor, indica lo que prefieres.

*In Spain most schools offer the choice between subjects related to science or social studies (humanities). Depending on the space available at your school we will try to enrol you according to your preference. Please mark your preference.*

Ciencias *Sciences*     Sociales / Letras *Social studies / Humanities*

¿Cuáles son tus asignaturas favoritas?

*What are your favourite subjects?*

¿En qué fecha esperas graduarte de tu colegio?

*Date you expect to graduate from your school.*

¿Qué harás cuando regreses a tu país?  Volver al colegio

Ir a la universidad

Empezar a trabajar

*What will you do when you return to your country?*

*Go back to school*

*Go to university*

*Start working*

¿Cuál es tu idioma materno?

*What is your first language?*

¿Qué idiomas hablas o has estudiado? Años de estudio

*Languages spoken or studied*

*Years studied*

Excelente  
*Excellent*

Bien  
*Good*

Regular  
*Fair*

Mal  
*Poor*

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### MATRÍCULA EN COLEGIO PRIVADO / Private school placement

Muchos de nuestros alumnos prefieren matricularse en un colegio privado. ¿Estarías dispuesto a asistir a uno de los que ofrecemos y pagar las tasas que cobra el colegio?  Sí  No En caso afirmativo, por favor indica cuánto puedes pagar.

*Many of our students prefer to attend a private school. Would you be willing to attend one of the schools we work with and pay the additional fees charged by the school? If yes, please indicate how much you can spend.*

2.000€ - 5.000€     5.000€ - 8.000€     Más de 8.000€

### NOTAS ESCOLARES - MUY IMPORTANTE / Transcript of grades - Very important

Por favor adjunta a tu solicitud las notas escolares oficiales de los tres últimos cursos, incluido lo que tengas de éste.

*With your application please include your transcript of grades of the last three years, including current year.*

**CARTA DE LOS PADRES / *Parent's letter***

Por favor, escriban una carta en español (o con traducción) a la familia anfitriona, describiendo la personalidad de su hijo/a, su relación con la familia y los amigos, sus hábitos personales y de estudio, su nivel de madurez, su capacidad para afrontar situaciones difíciles y cualquier otro detalle que consideren importante.

*Please write a letter in Spanish (or with its translation) to the host family describing your child's personality, relationship with family and friends, personal and study habits, level of maturity, ability to face difficult situations and anything else you feel is important.*

¿Quién escribe la carta?  
*Who is writing this letter?*

Padre  
*Father*

Madre  
*Mother*

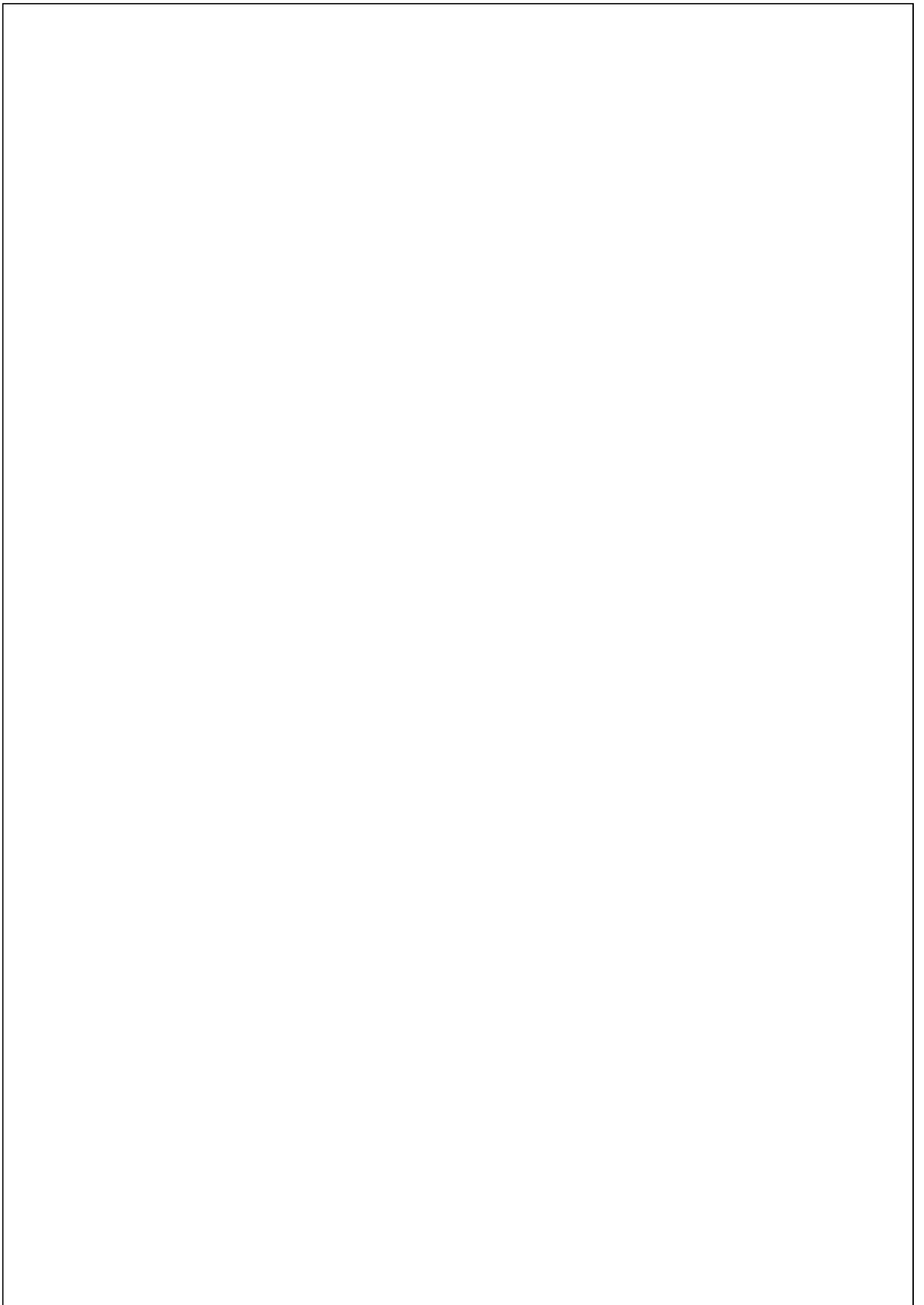
Ambos  
*Both*

**CARTA DEL ALUMNO / Student's letter**

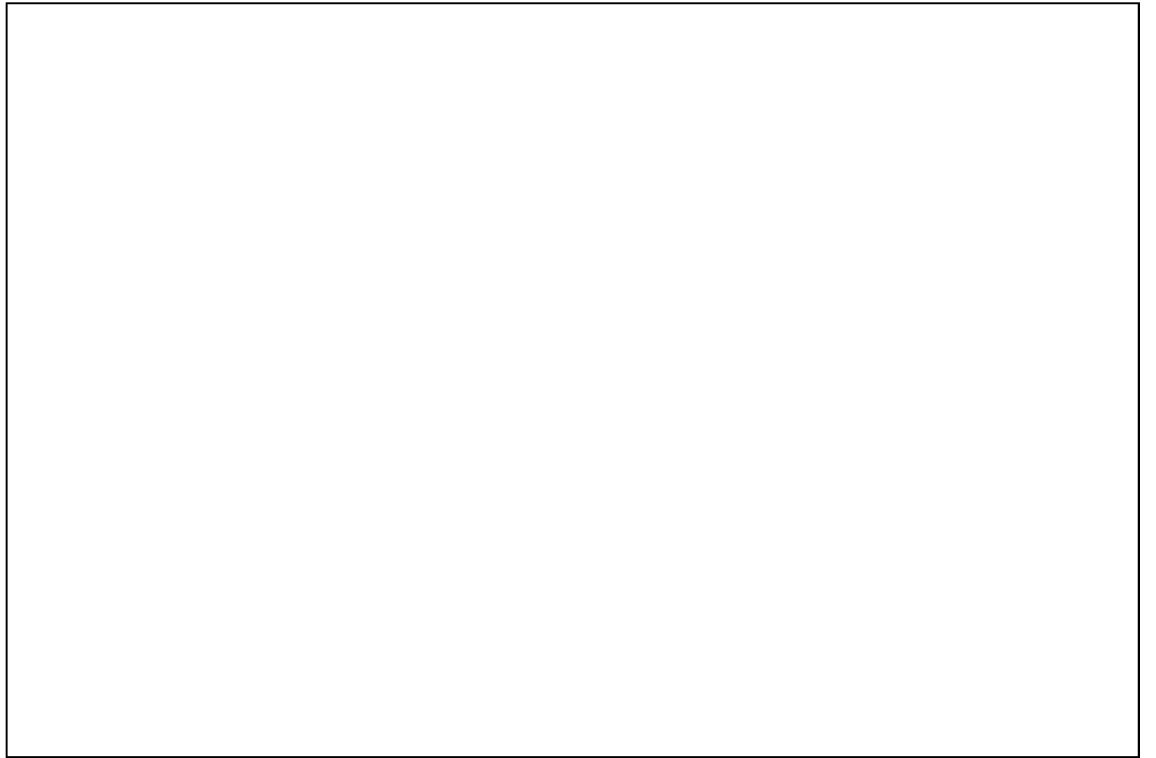
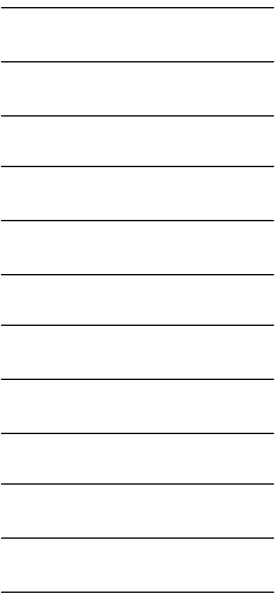
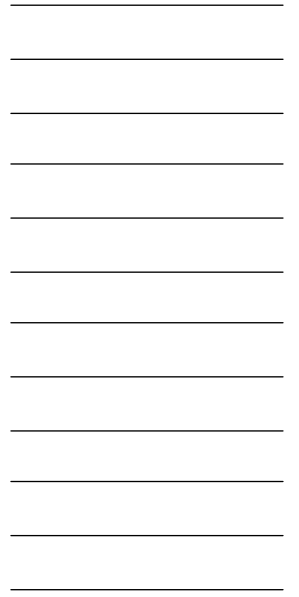
Por favor, escribe una carta en español para presentarte a tu familia anfitriona. La carta debe tener unas 500-600 palabras y es importante que esté escrita por ti, que te des bien a conocer y que sea interesante. Piensa qué es lo que te gustaría saber a ti si tu familia fuera a recibir a un estudiante de intercambio. Empieza la carta diciendo "Querida familia" y continúa contando cómo eres, qué cosas te gusta hacer, dónde vives, cómo es la relación con tu familia, por qué quieres pasar una temporada en España, qué quieres hacer en el futuro y cualquier otro detalle que consideres importante. Termina dándoles las gracias por recibirte en su casa.

*Please write a letter in Spanish introducing yourself to your host family. The letter should have 500-600 words and it's very important that it's written by you, informative and interesting. Think of what you would like to know if you and your family were hosting an exchange student. Begin with "Dear family" and continue describing what you are like, what things you like to do, where you live, what your relationship with your family is like, why you want to spend some time in Spain, what you plan to do in the future and anything else you consider important. End by thanking them for hosting you in their home.*

Por favor continúa en el otro lado.  
*Please continue on the other side.*







## RECOMENDACIÓN DEL PROFESOR DE ESPAÑOL / *Spanish teacher recommendation*

Por favor complete esta recomendación, póngala en un sobre cerrado y devuélvala al estudiante.  
*Please complete this recommendation and return the form to the student in a sealed envelope.*

¿Cuánto tiempo hace que conoce al estudiante?  
*How long have you known the applicant?*

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¿Durante cuánto tiempo ha sido su profesor?  
*How long have you taught the applicant?*

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Por favor complete este cuestionario. Si no está seguro sobre alguna característica personal del alumno, marque la casilla “desconocido”.  
*Please complete the following questionnaire. If you are uncertain about any personal characteristics, please check the “unknown” box.*

	Excelente <i>Excellent</i>	Bueno <i>Good</i>	Regular <i>Fair</i>	Malo <i>Poor</i>	Desconocido <i>Unknown</i>
Interés en otras personas/ideas <i>Interest in other people/ideas</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptación a situaciones nuevas o estresantes <i>Adaptability to new or stressful situations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacidad de enfrentarse a situaciones difíciles <i>Ability to face and overcome difficult situations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estabilidad emocional <i>Emotional stability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentido común y buen juicio <i>Common sense and good judgement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Iniciativa <i>Initiative</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentido de la responsabilidad <i>Sense of responsibility</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curiosidad intelectual <i>Intellectual curiosity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentido del humor <i>Sense of humor</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imaginación y creatividad <i>Imagination and creativity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacidad de comunicación y escucha <i>Communication and listening skills</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivación para ser estudiante de intercambio <i>Motivation to be an exchange student</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NIVEL DE ESPAÑOL</b> <b><i>Level of Spanish</i></b>					
Escrito / Leído <i>Writing / Reading</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hablado <i>Speaking</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comprensión oral <i>Oral comprehension</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NIVEL ACADÉMICO</b> <b><i>Academic interest</i></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Si ha marcado “malo” para alguna de las opciones, por favor detalle.  
*If you have marked “poor” for any of these, please explain.*

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**RECOMENDACIÓN DEL PROFESOR DE ESPAÑOL / Spanish teacher recommendation (Cont.)**

Por favor comente la personalidad del alumno, su capacidad académica, su motivación, sus hábitos de estudio y asistencia. En general, ¿va bien en el colegio o tiene alguna dificultad?

*Please comment on the applicant's character, academic ability, motivation, study habits and attendance record. Does the student generally perform well in school or does he or she have any special difficulties?*

Por favor comente la relación del alumno con sus compañeros, especialmente cuando están en grupo.

*Please comment on the applicant's relationships with his or her peers, especially in group situations.*

¿Qué potencial de éxito ve en este alumno como estudiante de intercambio en España?  
*What potential success do you see in this applicant as an exchange student in Spain?*

Muy bueno  
*Very good*

Medio  
*Average*

Malo  
*Poor*

Comentarios adicionales.  
*Additional comments.*

¿Cómo se sentiría si tuviera a este estudiante como alumno de intercambio en su clase?  
*How would you feel about having this applicant as an exchange student in your class?*

- El alumno contribuiría muy positivamente al ambiente de la clase.  
*Student would contribute very positively to the classroom environment.*
- El alumno contribuiría positivamente al ambiente de la clase.  
*Student would contribute positively to the classroom environment.*
- El alumno no contribuiría mucho, pero no molestaría al ambiente de la clase.  
*Student would not contribute much, but would not disrupt the classroom environment.*
- El alumno molestaría al ambiente de la clase.  
*Student would disrupt the classroom environment.*

Nombre del profesor  
*Teacher's name*

Firma del profesor  
*Teacher's signature*

Fecha  
*Date*

Gracias por su colaboración.  
*Thank you for your cooperation.*

## CONDICIONES DE PARTICIPACIÓN DEL PROGRAMA DE AÑO ESCOLAR EN ESPAÑA

Todos los participantes en el programa de año académico en España y sus padres o tutores tienen que leer, entender y atenerse a las obligaciones abajo descritas. El programa de Año Escolar en España es un programa de convivencia basado en la vida diaria con una familia, colegio y comunidad y no es un programa para viajar. El propósito es un intercambio cultural que requiere el deseo de aprender y adaptarse con el aprecio y comprensión a las costumbres de una nueva cultura, comunidad y familia que pueden ser muy diferentes a las propias. Los estudiantes de este programa son representantes de su país y deben esforzarse en ganar el respeto para la gente de su país.

### TODOS LOS PARTICIPANTES ESTÁN DE ACUERDO EN ACEPTAR Y ATENERSE A LAS SIGUIENTES CONDICIONES:

1. Aceptar la familia seleccionada en cualquier parte del país (CCI acepta familias de todas las razas, ideologías, colores, creencias religiosas y niveles socioeconómicos). Nota: las familias anfitrionas deben tener medios económicos suficientes para alojar a un estudiante, las familias no tienen permitido hacer proselitismo. Todas las familias anfitrionas son entrevistadas antes de permitir que reciban a un estudiante. CCI visita las familias en sus casas, comprueban las referencias y toman los pasos necesarios para garantizar que la familia es apta.
2. Vivir como un miembro más en la familia, aceptar responsabilidades familiares, adaptarte y vivir dentro de las normas y costumbres de la familia y mostrando respeto a los padres anfitriones. Por ejemplo: los padres anfitriones deben aprobar previamente todas las actividades del estudiante; deben saber en todo momento dónde y con quién está el estudiante, así como a qué hora regresará a casa de su actividad.
3. Mantener un nivel de estudios satisfactorio y un comportamiento adecuado en el colegio, incluyendo el hacer los deberes del colegio, así como cumplir los requisitos de asistencia. Los estudiantes deben demostrar que hacen un serio esfuerzo y que tienen una actitud positiva y cooperativa. Sólo se permite la falta de asistencia en caso de enfermedad (puede ser necesario presentar un justificante médico si hubiera alguna duda). Es obligatoria la asistencia al colegio durante todo el curso. La decisión de asistencia a actividades extraescolares será a discreción de cada colegio. La participación en deportes no está garantizada.
4. Aceptar y pagar los gastos de un profesor particular, en caso de que el estudiante se vea incapaz de alcanzar un nivel académico satisfactorio debido a su bajo nivel de español, hasta el momento en el que el estudiante sea capaz de alcanzar el nivel académico requerido sin la ayuda de un profesor particular.
5. Obedecer todas las leyes de España y de la comunidad donde vivas, así como todas las normas de CCI. Nota: Las leyes en España prohíben a los menores de 18 años comprar o consumir alcohol. Está prohibida la compra de tabaco a los menores de 18 años. Los estudiantes que participan en el programa de Año Académico están de acuerdo y aceptan NO FUMAR durante todo el programa.
6. NO conducir o comprar un coche, moto o cualquier otro tipo de vehículo para el que sea necesario carné. Las normas de CCI y a las restricciones del seguro prohíben a un estudiante de intercambio conducir cualquier vehículo. Cualquier estudiante que conduzca un coche, moto o cualquier otro vehículo motorizado, podrá ser expulsado del programa y repatriado a su país de origen.
7. Está prohibido hacer autostop durante el programa.
8. Todos los estudiantes deberán reembolsar a la familia anfitriona lo antes posible las llamadas de larga distancia que el estudiante haya realizado desde la casa. Cualquier daño que el estudiante haya podido originar en cualquiera de las propiedades de la familia, colegio o cualquier otro lugar en el que haya estado o visitado durante el programa, deberá ser pagado lo antes posible.
9. Llegar al país con un billete internacional de ida y vuelta. Los estudiantes tienen que pedir aprobación de la fecha de llegada y salida de España antes de comprar su billete. Habrá un coste adicional para cualquier estudiante que viaje en un día no autorizado.
10. Viajar desde su lugar de residencia habitual y hasta el lugar indicado como residencia de la familia anfitriona. Durante el programa, solo podrá viajar si es con los miembros de la familia anfitriona a no ser que reciba autorización escrita de CCI y de los padres naturales.
11. Poseer de dinero suficiente para cubrir gastos personales mientras está en el país anfitrión (se sugiere 250€ al mes). Los estudiantes no deben prestar ni pedir prestado dinero. Los estudiantes que no tengan dinero suficiente para sufragar sus gastos personales podrán ser expulsados del programa y repatriados.
12. Llegar a España con el visado emitido por el Cónsul Español de su país de origen. Es posible que emitan un visado con validez de solo tres meses. En estos casos el estudiante tendrá que renovar el visado en España. No es necesario un visado para ciudadanos de países miembros de la Comunidad Europea.
  - a.- los estudiantes deben volver a sus respectivos países dentro de los 10 días posteriores a la terminación del programa.
  - b.- Los estudiantes que han sido expulsados del programa deben abandonar el país inmediatamente.
  - c.- los estudiantes no pueden trabajar.
13. Aceptar y seguir los consejos e instrucciones que le den el coordinador de área u oficina central de CCI en España. Aceptar todas las normas del programa, incluyendo las descritas a continuación.

**EMPLAZAMIENTO EN UNA FAMILIA ANFITRIONA.** CCI se reserva el derecho de realizar las asignaciones de familias. Las asignaciones se realizan en todas las regiones de España y no hay prejuicios basados en características locales tales como: acentos, etnia de la comunidad, tipos de industria, economía, clima, etc. El programa no discrimina a familias ni a participantes por razones de raza, religión, creencias, color o nivel socioeconómico en ninguna parte del país. (Nota: las familias anfitrionas deben tener medios económicos suficientes para alojar a un estudiante, las familias no tienen permitido hacer proselitismo. Todas las familias anfitrionas son entrevistadas antes de permitir que reciban a un estudiante. CCI visita las familias en sus casas, comprueban las referencias y toman los pasos necesarios para garantizar que la familia es apta).

**LLAMADAS TELEFÓNICAS.** Recomendamos que el contacto que tenga el estudiante con su familia o amigos de su país se limite a dos llamadas al mes, excepto en caso de emergencia. Nuestra experiencia nos ha demostrado que una constante comunicación entre el estudiante y su familia o amigos sólo contribuye a una mala adaptación a su nueva situación (Los participantes tienen que reembolsar a las familias anfitrionas lo antes posible el importe de todas las conferencias que hagan desde la casa). Recomendamos el uso de tarjetas telefónicas o también que los estudiantes compren un teléfono móvil para sus llamadas personales.

**E-MAIL, INTERNET Y CHATS.** Algunos estudiantes han utilizado el e-mail de una forma abusiva, por lo que si les ha causado una interrupción en su proceso de adaptación. Como regla general, el uso del e-mail debe estar limitado a una vez por semana y los chats a una vez por semana durante 30 minutos. El uso de Internet debe estar limitado y queda a discreción de la familia anfitriona permitirlo a no ser que el coordinador estime el uso de Internet problemático y especifique las limitaciones. Los estudiantes tienen prohibido visitas a páginas de Internet de contenido sexual explícito incluido pero no limitado a la pornografía. Los estudiantes no pueden cambiar la configuración o el lenguaje del ordenador de la familia.

**VISITAS.** CCI desaconseja las visitas de padres, familiares y amigos. Si los padres lo hacen, debe ser al final de la estancia y debe obtenerse un permiso de CCI con bastante antelación a la visita propuesta. CCI no garantiza la autorización de visita -salvo en circunstancias especiales- antes de que hayan transcurrido seis meses del programa. Durante la visita, el estudiante no podrá faltar más de 3 días al colegio y la visita no debería superar una semana de duración. Las familias anfitrionas no esperan tener que alojar o buscar alojamiento a las personas que visitan al estudiante. CCI no se responsabiliza de los problemas que se pudieran surgir de visitas no autorizadas. Aquellos estudiantes que reciban visitas sin el conocimiento y/o autorización de CCI podrían ser expulsados del programa. Además los estudiantes no podrán volver a sus respectivos países hasta que el programa haya finalizado, salvo en caso de una emergencia (que algún familiar directo: padres, abuelos o hermanos estén gravemente enfermos o fallezcan). Las vacaciones deben pasarlas con las familias anfitrionas. Los padres no pueden acompañar a sus hijos hasta la casa de la familia anfitriona al principio del programa.

**VIAJES.** Durante el programa, los participantes pueden viajar con su familia anfitriona, con grupos de colegio o de la comunidad supervisados por adultos. Cualquier otro viaje puede realizarse únicamente con el previo consentimiento de CCI siempre que se entregue el itinerario completo, incluyendo nombres y direcciones de las personas que van a visitar. Sus padres tendrán que firmar una autorización para estos viajes. Los estudiantes deberán marcharse en un plazo de 7 días desde la finalización del año académico o del semestre. No podrán quedarse con sus familias anfitrionas más de 1 semana una vez el curso haya terminado.

**COLEGIO.** CCI tiene que matricular al estudiante en el curso correspondiente. Los cursos tienen asignaturas obligatorias y el alumno no podrá optar a cambiar su curso o asignaturas. Esto lo determina el Ministerio de Educación en España.

**SEGURO.** Todos los participantes deben estar cubiertos con un seguro de enfermedad, accidente y responsabilidad civil durante su estancia en el programa. CCI

ofrece un seguro médico y de accidente.

**COSTES DEL PROGRAMA.** El pago del Programa de Año Académico en España cubre el programa desde la llegada del estudiante hasta la finalización del programa en España. El precio del programa no incluye gastos personales, vacaciones, inyecciones, exámenes médicos rutinarios, costes médicos que no cubra el seguro médico, costes de libros o material escolar u otros gastos de actividades escolares, ni los posibles gastos originados si el alumno fuera expulsado del programa.

**FINALIZACIÓN ANTICIPADA DEL PROGRAMA.** La organización acepta proporcionar avisos sean orales y por escrito y períodos de prueba para aquellos estudiantes cuyo comportamiento no sea acorde a las expectativas del programa. Estudiante que no respondan de forma apropiada a estos avisos pueden ser expulsados del programa. La organización se reserva el derecho de expulsar o enviar a casa a cualquier estudiante que por su salud mental o física (por ejemplo: trastornos en la alimentación, depresión, enfermedad o condición crónica) así lo requiera. La organización se reserva el derecho de expulsar o enviar a casa a cualquier estudiante cuyo comportamiento sea ilegal, totalmente inapropiado u ofensivo a la familia anfitriona, comunidad o colegio. Estas conductas incluyen pero no se limitan a:

1. Tomar drogas o hacer un uso ilegal de medicamentos con receta
2. Comportamiento sexual inaceptable (por ejemplo: mantener relaciones sexuales, quedarse embarazada o llegar embarazada a los EE.UU., dejar embarazada a alguien, realizar muestras de afecto inapropiadas en público, acoso sexual a otros, etc), además, si después y a pesar de haber recibido avisos de forma oral y escrita por parte de CCI, el estudiante continua exhibiendo un comportamiento en publico inapropiado, el estudiante podrá ser expulsado del programa y repatriado.
3. Conducir o comprar un vehículo.
4. Tomar cualquier tipo de bebida alcohólica.
5. Infringir una ley español o de la comunidad.
6. Expulsión del colegio por parte del personal escolar.
7. Viajes no autorizados.
8. Si CCI da una advertencia verbal o por escrito a un estudiante y continúa con un rendimiento escolar insatisfactorio, esto incluye, aunque no se limita a, por ejemplo:
  - a.- Dos o más expulsiones temporales del colegio, bien por comportamiento bien por falta de rendimiento escolar.
  - b.- Dos o más asignaturas suspensas en el mismo boletín de calificaciones.
9. Comportamiento violento o la participación en algún altercado de cualquier tipo.
10. Una constante y mala predisposición, incluso después de avisos y periodo de prueba, para participar en la familia anfitriona.
11. Tomar una decisión que implique un cambio significativo en su modo de vida actual (por ejemplo: casarse, convertirse a una nueva religión).
12. No tener suficientes fondos para cubrir gastos personales y /o estar económicamente endeudado de manera excesiva con la familia anfitriona u otros.
13. Cualquier otra evidencia de que el estudiante no es capaz o no está dispuesto a participar plenamente en un ambiente intercultural

La organización también se reserva el derecho de expulsar a cualquier estudiante que hubiese tergiversado o falseado la información sobre sí mismo en la solicitud. En el caso de que un estudiante sea devuelto a casa, solo o acompañado, los padres o tutores legales son responsables de los gastos que esto conlleve. No habrá ningún tipo de reembolso a aquellos estudiantes que se vean obligados a finalizar el programa antes de lo previsto.

#### **ACUERDO SOBRE LAS CONDICIONES DE PARTICIPACIÓN**

Nosotros, los abajo firmantes nos comprometemos y apoyamos la solicitud de (nombre completo del estudiante) \_\_\_\_\_ como participante en el programa de año escolar en España. Reconocemos haber leído y comprendido las Condiciones de Participación en el Año Escolar en España y por la presente nos atenemos a las condiciones escritas.

#### **ACUERDO DE EXONERACIÓN DE RESPONSABILIDADES**

Nosotros, no hacemos responsables a Centro Cultural de Idiomas, sus oficinas o agentes de ninguna reclamación causadas por la pérdida de propiedades, daño personal o enfermedad, accidente, retraso o gastos ocasionados por cualquier viaje o actividad realizada bajo el control del Centro Cultural de Idiomas. Esta cláusula se aplica con la excepción de las reclamaciones elegibles del seguro médico y de accidente cuando el participante esté cubierto por el mismo. Tampoco haremos responsable al Centro Cultural de Idiomas, sus oficinas o agentes, y aceptamos indemnizarles si hubiera obligaciones financieras que el participante incurra, así como por los daños a otra persona o propiedad de otros durante su estancia en el programa. En caso de que Centro Cultural de Idiomas o sus agentes hayan adelantado o prestado dinero al participante o si han incurrido en gastos en su nombre, estamos de acuerdo en realizar el reembolso inmediatamente.

#### **Utilización de fotografías**

Autorizo el uso sin remuneración de mis fotos en cualquier material promocional de CCI.

Firma del estudiante

Fecha

Firma de los padres

Fecha

## CONDITIONS OF PARTICIPATION IN THE ACADEMIC YEAR PROGRAM IN SPAIN

All participants in the Academic Year Program in Spain and their natural parents or guardians must read and agree to abide by the Terms and Conditions outlined below. The Academic Year Program in Spain is a homestay program, based on daily life in a family, school and community. It is not a travel program. Its purpose is cultural exchange, which requires the willingness to learn and adapt with understanding and appreciation to the customs of a new culture, community and family, which may be very different from one's own. Students in this program are representatives of their own cultures and do their best to earn respect for the people of their countries. Host families are not paid or financially reimbursed for hosting. Their reward is the opportunity to get to know the student and learn about his or her country and culture.

EVERY PARTICIPANT AGREES IN ADVANCE TO ACCEPT THE FOLLOWING CONDITIONS:

1. To accept the host family selected in any part of the country. CCI welcomes hosts from all races, creeds, colors, religious persuasions and social levels. (Note: Host families must have sufficient financial resources to host; host families are not permitted to proselytize. All host families are thoroughly screened before they are permitted to receive a student. CCI representatives visit families in their own homes, check personal references and take other steps to ensure suitability of the host family.)
2. To live as a participating member of the host family and to accept normal family responsibilities; and to adapt to and live within the rules and customs of the host family, showing respect for the host parents. Example: Host parents must approve all activities of the student; host parents must know where the student is, with whom and when the student will return home from the activity.
3. To maintain a satisfactory level of academic performance and appropriate behavior in school, including completing all coursework and attendance requirements. Students must demonstrate serious effort and a positive, cooperative attitude. Absence from school is permitted only for cases of genuine illness (doctor's documentation may be requested if there are doubts). Regular school attendance is required. Eligibility for participation in extra-curricular activities is at the discretion of the high school. Athletic eligibility or participation is not guaranteed.
4. To accept and pay all expenses for an individual tutor, if the student proves incapable of achieving academic success because of low-level of Spanish proficiency, until such time as the student is capable of succeeding academically without a tutor's assistance.
5. To obey all laws of Spain and the host community; and to obey all rules of CCI.
6. NOT to drive or purchase a car, motorcycle or any motor vehicle requiring an operator's license. CCI rules and insurance restrictions prohibit driving any motor vehicle by exchange students. Students who drive cars or motorized vehicles are subject to immediate program dismissal and repatriation.
7. NOT to hitchhike at any time during the program.
8. To repay hosts promptly for any and all long-distance telephone calls made by the participant; and to pay for any damage caused to the property of the host family, school, hotel or other site visited during the program.
9. To arrive in the host country with round-trip international and domestic air tickets. Students must not buy their ticket until they have received approval from CCI regarding arrival and departure date. There will be additional charges for any student arriving or departing on days which have not been authorized.
10. To travel to and from the homestay as directed, and during the program to travel only with members of the host family, except and unless written approval is provided by CCI and the student's natural parents.
11. To possess enough spending money to cover personal expenses while in the host country (250€ per month is suggested). Students must not lend or borrow personal funds. Students without sufficient funds to cover personal expenses may be dismissed from the program and repatriated.
12. Students must arrive with a visa issued by the Spanish Consulate in their country. At times they will receive a visa only valid for 3 months in which case the student will have to extend the visa in Spain. Citizens of countries belonging to the European Community do not need visas.
  - a.- students must return to their home country within 10 days after the termination of the program
  - b.- students who are prematurely dismissed from the program must leave Spain immediately
  - c.- students may not accept employment.
13. To accept and abide by the advice and direction of the Area Representative, and the CCI National Office. To accept all conditions of the program, including those outlined below.

**FAMILY PLACEMENTS.** CCI reserves complete right to make host family assignments. Placements are made in all regions of Spain and are not restricted based on local characteristics, such as regional accents, ethnic character of community, types of industry, economy, weather, etc. The program does not discriminate against host families or participants on the grounds of race, religion, creed, color or social level in any area of the country. (Note: Host families must have sufficient financial resources to host; host families are not permitted to proselytize. All host families are thoroughly screened before they are permitted to receive a student. CCI representatives visit families in their homes, check personal references and take other steps to ensure suitability of the host family.)

**TELEPHONING.** It is strongly advised that student telephone contact with family and friends in their home country or with relatives in Spain be limited to not more than twice per month except in an emergency. Experience has shown that constant communication with natural family and friends in their native countries disrupts and even prevents cultural adaptation and understanding. Participants must immediately reimburse host families for any long-distance calls they make. We recommend that students use telephone calls or that they purchase a cell phone once they have arrived in Spain.

**E-MAIL, INTERNET AND INSTANT MESSAGING.** Some students have engaged in excessive e-mailing and instant messaging, causing disruption to the adjustment process and daily interaction with the host family. As a general rule, e-mail should be limited to one time per week and instant messaging should be limited to one time per week for 30 minutes. Internet use should be limited and is left to the discretion of the host family unless it is deemed problematic by the Area Representative at which time specific limitations will be set. Students are prohibited from viewing internet sites with sexually explicit content, including but not limited to pornography. Students may not change settings or language on host family's computers.

**VISITS.** CCI strongly discourages natural parents, family members or friends from visiting the students. If natural parents do visit, such a visit must occur at the end of the student's stay in Spain, and permission must be obtained from CCI well in advance of the proposed visit. Permission from CCI will not be granted, except in very unusual circumstances for visits occurring before the first six months of the yearlong program have concluded. During visits, students should not miss more than 3 days of school and the visit should be no longer than one week. Host families are not expected to provide accommodations for visitors in their homes or elsewhere. CCI is not responsible for problems that may result from unauthorized visits, and students whose family or friends arrive without CCI knowledge and approval are subject to possible program dismissal. In addition, participants may not visit their home countries during their program year unless an immediate family member (parent/guardian, grandparent, or sibling) becomes gravely ill, gravely injured or dies. Spanish holidays must be spent with the participant's host family. Parents may not accompany their sons/daughters to the homestay at the onset of the program.

**TRAVEL.** During the program, participants may travel with their host parents, or with other adult-supervised school or community groups. Any other travel, whether alone, with peers or with other participants, is permitted only with prior approval of CCI, and then only after complete itineraries, including names and addresses of people to be visited, have been submitted as part of the travel request. Natural parents will be required to sign authorization for their child's independent travel. Students must leave their host families within 7 days of the conclusion of the school year or semester.

**HIGH SCHOOL.** The student will be placed in the equivalent grade level in Spain. The student will not be able to choose the subjects he/she prefers as the Ministry of Education in Spain dictates the subjects offered according to the grade of study. Students should not ask schools to alter their schedules.

**INSURANCE.** All participants must be covered by illness and accident insurance for the duration of the program. Centro Cultural de Idiomas offers illness and accident insurance.

**FEES.** The fee for the Academic Year Program in Spain covers all mandated program expenses from the time of the student's arrival until the termination of the program in Spain. The fee does not cover personal expenses, routine medical examinations, inoculating or vaccinating, medical costs not covered by insurance, costs

of books and other school activity fees, or the expenses possibly incurred because of premature termination of the student's program.

EARLY TERMINATION OF PROGRAM. The sponsoring organization agrees to provide appropriate oral and written warnings to, and probationary periods for, students whose behavior does not meet program expectations. Students who fail to respond appropriately to these warnings may be dismissed from the program. The sponsoring organization also reserves the right to dismiss any student whose mental or physical health (as documented by a trained professional) e.g., eating disorders, depression, chronic illness or condition, requires this action. The sponsoring organization also reserves the right to dismiss and send home any student whose conduct is unlawful, grossly improper or offensive to the host family, community or school. Such conduct includes, but is not limited to:

1. Illegal drug use/use of controlled substances.
2. Unacceptable sexual behavior (e.g., having sexual intercourse, becoming pregnant or arriving in Spain, impregnating another or sexual harassment of another); in addition, if, after and despite verbal and written warning by CCI, the student continues to exhibit an overtly inappropriate public display of physical affection, the student is subject to possible dismissal from the program and repatriation.
3. Driving or purchasing a motor vehicle requiring an operator's license.
4. Drinking of alcoholic beverages.
5. Violation of Spanish law.
6. Expulsion from school by school officials.
7. Unauthorized travel.
8. If, after and despite verbal and written warning by CCI, continuation of unsatisfactory school performance, including
  - a.- two or more suspensions imposed by school officials, whether for misbehavior or lack of academic effort, or
  - b.- two or more failing grades in the same marking period.
9. Violent behavior or physical attacks of any kind.
10. Consistent inability or unwillingness, even after appropriate warnings and probationary periods have been extended, to interact productively and/or amicably with the host family.
11. Undergoing a major lifestyle change (e.g., getting married, converting to a new religion).
12. Having insufficient funds to cover personal expenses and/or becoming excessively indebted financially to the host family or others.
13. Other clear evidence that the student is not capable of, or is unwilling to, participate fully in a cross-cultural environment.

The organization also reserves the right to dismiss any participant who is found to have misrepresented him/herself or provided false information in the program application. In the event the student is returned home, either alone or accompanied, parents or guardians are responsible for all expenses above those covered by the fee. Refunds are not made to the families of participants whose programs terminate prematurely.

AGREEMENT TO CONDITIONS OF PARTICIPATION

We, the undersigned, submit and support the application of (print full name of applicant) \_\_\_\_\_ as a participant in the Academic Year Program in Spain. We acknowledge that we have read and thoroughly understand the Conditions of Participation of the Academic Year Program or Academic Semester Program in Spain, and hereby agree to abide by said Conditions.

LIABILITY RELEASE AGREEMENT

We do hereby release the Centro Cultural de Idiomas, its officers and agents from any and all claims and causes of action for loss of property, personal injury or illness, accident, delay or expense sustained by any participant arising out of any travel or activity conducted by or under the control of Centro Cultural de Idiomas. This clause applies except for those claims eligible under the Participant Illness and Accident Insurance, when participant is covered by said insurance. We also release the Centro Cultural de Idiomas and its agents and agree to indemnify them with regard to any financial obligations or liabilities that the applicant may personally incur or any damage or injury to the person or property of others that the applicant may cause while participating in the program. In the event that the Centro Cultural de Idiomas or its agents advance or loan any monies to the applicant or incur special expenses on his or her behalf, we agree to make immediate repayment.

Picture Waiver

I authorize the use free of charge of my photo in any CCI promotional material.

Signature of Applicant Date

Signature of Father/Mother/Guardian Date

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**HIGH SCHOOL ABROAD PROGRAM**  
**MEDICAL RECORD**  
**PLEASE COMPLETE THIS FORM WITH YOUR PHYSICIAN**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Country: \_\_\_\_\_

**YOUR PERSONAL HEALTH HISTORY AND RECORD OF PHYSICAL EXAMINATION**

Please answer every question. All "Yes" answers marked with (\*) require explanation in space provided.

Have you had:	Yes	No		Yes	No		Yes	No		Yes	No
Scarlet Fever			Insomnia			Chest Pain/Pressure	*		Dizziness, fainting	*	
Measles			Sleepwalking			Chronic Cough	*		Weakness, paralysis	*	
German Measles Rubella			Frequent anxiety	*		Heart Palpitations	*		Venereal disease	*	
Mumps			Worry or Nervousness			Rheumatic Fever or heart murmur	*		Frequent urination	*	
Chicken Pox			Frequent Depression	*		High or Low Blood Pressure	*		Albumin or sugar in urine	*	
Malaria			Recurrent headache			Disease or injury of joints	*		Diabetes	*	
Gum/Tooth Trouble	*		Recurrent colds			"Trick" knee, shoulder, etc.	*		Epilepsy	*	
Sinusitis			Head injury/unconscious	*		Back Problems	*		Anemia or blood problem	*	
Eye Trouble	*		Hay fever, asthma	*		Tumor, Cancer, cyst	*		Learning or speech disability	*	
Ear, Nose, or throat trouble			Tuberculosis	*		Jaundice	*		FEMALES ONLY: Irregular or severe periods		
Skin Problems			Shortness of breath			Stomach or intestinal trouble	*				
Surgery:			Allergy:			Gallbladder trouble or gallstones	*		Result of Tuberculine Skin Test		
Appendectomy			Penicillin			Recurrent diarrhea	*		___ Negative ___ Positive		
Tonsillectomy			Sulfonamides			Rupture, hernia	*		Type given _____		
Hernia Repair	*		Serum			Recent gain or Loss of weight	*		Date given _____		
Other (describe)	*		Foods/animals or other	*		Have you ever tested HIV positive?	*		If positive, report of negative chest x-ray is required.		

	Yes	No		Yes	No
Do you wear glasses or contact lenses? If yes, be sure take your prescription with you abroad.			Have you had treatment for a nervous condition, personality or character disorder, or emotional problem? (if yes, include addendum)	*	
Do you have a hearing problem?	*		Have you ever suffered from an eating disorder (anorexia or bulimia)?(if yes include addendum)	*	
Have you had any illness or injury or been hospitalized other than as already noted?	*		Height:		Weight:

Details re: all (\*) items above. Use separate sheet if necessary.

RECORD OF PHYSICAL EXAMINATION						PHYSICIAN'S COMMENTS	
Blood Pressure		Temperature				Describe in detail each disease, impairment, or abnormality indicated:	
Pulse		Respiration					
Are there any abnormalities of the following systems? If yes, please describe in space to the right, or attach additional page.						Describe type of allergy, allergen medication sensitivity, symptoms, treatment, medications, and any required environmental limitations:	
	Yes	No		Yes	No		
Skin		Gastrointestinal				Are there any conditions now existing which may require additional treatment? If yes, please, explain:	
Head, ears, nose, throat		Genitro-Urinary					
Eyes		Pelvic (optional)				Will the applicant take any prescription drugs or vitally-needed non-prescription drugs while abroad? If yes, please list drugs, how often taken and why:	
Teeth, Gums		Hernia					
Respiratory		Musculoskeletal				General state of applicant's health: ___Excellent ___Good ___Fair ___Poor	
Cardiovascular		Metabolic/endocrine					
Breasts		Neurological				In your opinion, is the applicant healthy enough to participate in a high school program of six to ten months' duration in another country? ___Yes ___No	
Urinalysis: Sugar                  Albumin                  Micro.							
Hemoglobin		GMS%				Do you have recommendations for care of this patient? If yes, please explain.	
Recommendation for physical activity: ___Unlimited ___Limited							

### IMMUNIZATION RECORD

TYPE OF VACCINE	DATE EACH DOSE WAS GIVEN														
	1 <sup>st</sup>			2 <sup>nd</sup>			3 <sup>rd</sup>			4 <sup>th</sup>			5 <sup>th</sup>		
	Mo	Day	Year	Mo	Day	Year	Mo	Day	Year	Mo	Day	Year	Mo	Day	Year
POLIO	/	/		/	/		/	/		/	/		/	/	
DPT and/or Td (Diphtheria, Tetanus, pertussis or tetanus, diphtheria)	/	/		/	/		/	/		/	/		/	/	
MEASLES (Rubeola – 10 day, red measles)	/	/		/	/		If Student had measles, give date of disease						/	/	
RUBELLA (German measles—3-day measles)	/	/		/	/		If student had rubella, give date of disease						/	/	
MUMPS	/	/		/	/		If student had mumps, give date of disease						/	/	

### PHYSICIAN SIGNATURE

I have reviewed the medical history of this applicant and completed a thorough physical examination, and certify that all relevant medical information has been included and that the above information is complete and accurate. In my judgment, it provides all available information that might possibly prove necessary to those responsible for his/her health care while traveling abroad.

Printed Name of Physician \_\_\_\_\_

Physician Signature \_\_\_\_\_

Physician Address \_\_\_\_\_

Date of Examination \_\_\_\_\_

### PARENTAL PERMISSION FOR MEDICAL TREATMENT

We, the undersigned parents/guardians of (give full name of student) \_\_\_\_\_, do hereby authorize Greenheart Travel staff, the host parents, and the local Area Representative, for the duration of said student's exchange program, as agents of the undersigned to consent to any X-ray examinations, anesthetic, medical, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of, any licensed physician or surgeon, whether such treatment or diagnosis is tendered at the office of said physician or surgeon or at a hospital. In addition, we give permission for our son/daughter to receive immunization for DT or DPT, polio, measles, rubella, or mumps, if such immunization is deemed necessary by the high school for enrollment in the school.

Signature of Parent or Guardian \_\_\_\_\_

Date \_\_\_\_\_



High School Abroad Program  
**Payment and Cancellation Policy**

**Greenheart Travel will not alter its cancellation policy for any reason. If you are concerned about forfeiting program fees in the event you decide to cancel due to events such as a serious illness, death in the family, terrorist attacks, etc., we advise you to consider purchasing independent trip insurance.**

**Deferral Policy**

Programs may be deferred until the next academic semester following the original start date, dependent upon availability. Participants must remit 50% of the program fee at the time of deferral. Payments must be received within one week of the request, or normal cancellation policies will apply. All requests for deferral are subject to review on a case by case basis. Greenheart Travel reserves the right to deny any deferment request.

**Payment Schedule**

- \$500 non-refundable deposit due with completed application (if you are not accepted to the program, the deposit will be refunded minus a \$75 processing fee.)
  - \$1,500 non-refundable deposit due for applications received after the deadlines
  - First installment of \$1,500 due 15 days after acceptance
- Balance due 8 weeks before departure

**Cancellation Policy**

- 25% of fee forfeited up to 8 weeks before departure
  - 50% of fee forfeited less than 8 weeks before departure
  - 75% of fee forfeited less than 3 weeks before departure
- 100% of fee forfeited less than 1 week before departure

**Other Fees**

\$25 fee is applied for a returned check.

**Agreement to Payment and Cancellation Policy**

We, the undersigned acknowledge that we have read and thoroughly understand the Payment and Cancellation Policy of the High School Abroad program, and hereby agree to abide by said policy. We understand that payments are due on the date specified in the invoice regardless of the date placement information is received. We understand that failure to submit program fees by the indicated dates may result in delayed departure or cancellation of program.

\_\_\_\_\_  
Signature of Mother or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Father or Guardian

\_\_\_\_\_  
Date