

SUMMER 2018 KYOTO, JAPAN APPLICATION TIMELINE

The summer intersession in Kyoto, Japan program is open to all college students. Eligibility requires a cumulative GPA of 2.5 and completion of 12 units. If it is your first semester, we will accept a progress report. Undergraduate students from outside colleges may submit official college transcripts.

(Step 1) Contact the study abroad office **OR** go to Citrus College's study abroad website and complete the [Interest Form](#). **(Step 2)** Once this is completed and approved, your advisor will send you a link to the [AIFS online enrollment](#) page. Completion of the **initial application**, the **AIFS online enrollment**, and **(Step 3)** payment of the **\$450 deposit** will secure your place in the program.

\$450 deposit DEADLINE: Pay the \$450 deposit by **April 5, 2018**. **The complete balance of payments is due May 4, 2018**. Please see the Fee Schedule information sheet for more detail.

FINANCIAL AID

While financial aid is not available during the summer intersession, students may use financial aid from the previous spring semester. Students may also apply for loans late in the spring semester. Check with the financial aid office for the final day to apply for loans (usually around April). Students **are** eligible for the BOGW during the summer intersession.

WITHDRAWING FROM PROGRAM AND REFUNDS

The AIFS refund policy is on the AIFS student web portal. **Withdrawal notice must be sent via email to Patty Cardenas (see AIFS contacts below).**

REGISTRATION FOR CLASSES

Once you have paid the deposit, you will be able to register through [Citrus' Wingspan student portal](#) on your designated registration date.

KYOTO ORIENTATION – SATURDAY, JUNE 2 at 10 a.m.

Kyoto MANDATORY student pre-departure orientation will be held at Citrus College in LH 103 for all students participating in the program. Instructors and AIFS student services representatives will attend. Family members are welcome.

CITRUS COLLEGE CONTACTS: 1000 W. Foothill Blvd., Glendora, CA 91741

John Morris-Study Abroad Specialist (626) 914-8560 studyabroad@citruscollege.edu

Cathy Napoli-Admissions and Records Coordinator (626) 914-8512 cnapoli@citruscollege.edu

AMERICAN INSTITUTE FOR FOREIGN STUDY (AIFS) CONTACTS:

One High Ridge Park, Stamford, CT 06905

Patty Cardenas – Registrar/Program Accounting (withdrawals, refunds, financial aid, payment processing)
(800) 727-2437 X5078 pcardenas@aifs.com

Karen Winslow – Systems Program Coordinator (housing questions, flight questions, general program questions) (800) 727-2437 X5089 kwinslow@aifs.com



The AIFS program fee is \$3,175.00 based on an enrollment of 20-24 participants and includes the following:

- ⇒ accommodation in twin-bedded rooms in a centrally located and Wifi-enabled apart-hotel including a kitchenette and laundry facilities;
- ⇒ an integrated circuit (IC) smart card pre-loaded with ¥10,000 (approximately \$88 USD) valid for travel on all JR trains, trams, subways and buses in the Kyoto metropolitan area and at select convenience stores, shops and restaurants;
- ⇒ orientation program in Kyoto including an orientation meeting with AIFS staff, information packet, local area information cultural etiquette, welcome meal and half-day, guided walking tour of Kyoto;
- ⇒ entrance to Kinkaku-ji (Golden Pavilion);
- ⇒ a traditional Japanese cooking class;
- ⇒ a Japanese tea ceremony experience;
- ⇒ a full-day excursion to Nara including round-trip transportation, a walking tour of the historical park with the services of a professional, English-speaking guide and entrance to Tōdai-ji (Great Eastern Temple);
- ⇒ services of an AIFS Program Coordinator for information, personal advising/counseling and 24-hour emergency contact service;
- ⇒ medical and program fee refund insurance policies;

Program fee does not include the following:

- ⇒ round-trip airfare between Los Angeles Airport (LAX) and Kansai International Airport (KIX) and transfers overseas between the airport and the program site on the specified program dates for \$875.00;
- ⇒ mandatory additional U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$175.00 (subject to change);
- ⇒ \$125 refundable damage deposit;
- ⇒ tuition fees to your college;
- ⇒ textbooks;
- ⇒ meals not listed above;
- ⇒ passport and visa fees if applicable;
- ⇒ additional field trips or excursions required by your instructors;
- ⇒ personal expenses;
- ⇒ optional personal effects coverage and medical insurance upgrade.

2018 PROGRAM DATES

Saturday, June 30 Arrive in Kyoto.
Saturday, July 28 End of program. Depart Kyoto.

PAYMENT SCHEDULE FOR AIFS FEES

<u>Summer Term</u>	<u>Fee</u>	<u>Due Date</u>	<u>Optional</u>	<u>Fee</u>	<u>Due Date</u>
Enrollment deposit	\$450.00	April 5, 2018	Airfare	\$875.00	May 4, 2018
Balance of fees	<u>\$2,675.00</u>	May 4, 2018	Taxes/Fees (subject to change)	\$175.00	May 4, 2018
Sub-total*	\$3,125.00	May 4, 2018	Medical Insurance Upgrade	\$65.00	May 4, 2018
Damage Deposit (Mandatory/ Refundable)	<u>\$125.00</u>	May 4, 2018	Personal Effects Coverage	\$90.00	May 4, 2018
Total	\$3,250.00				

All students must submit the \$450 deposit when completing the online enrollment form. Subsequent payments may be made by check or credit card. Checks should be made payable to "AIFS." American Express, MasterCard and Visa are accepted.

Please note: A \$35 returned check fee will be charged on all checks returned by the bank for insufficient funds.

AIFS TRANSPORTATION PACKAGE

Participants have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Participants choosing this option should note the following restrictions: Tickets purchased from AIFS are exclusively on scheduled airlines (not charters). They are not endorsable to another carrier. Flights are not necessarily direct or non-stop, and frequent flyer miles are not applicable. The AIFS Transportation Package includes round-trip ground transportation from the airport in Japan to your accommodations on the regularly scheduled program dates. AIFS will book flights on the dates indicated on this application only.

Participants wishing to purchase the Transportation Package must notify AIFS in writing by Thursday, April 5, 2018. Participants wishing to cancel from the flight must notify AIFS in writing by Friday, May 4, 2018. Cancellation penalties will apply. Tickets are non-refundable after this date.

AIFS Airfare Regulations: Return must be to original U.S. departure point. Tickets are subject to airline availability. No refunds are available for any unused portion of ticket. Tickets cannot be rerouted, and stopovers are not permitted. Once in Japan participants may be able to change their return date, but only if that date is available and in the same class of service in which the ticket was booked. Only the ticketing agent can provide this information. Participants are subject to agency and airline-imposed change fees and space availability. Group round-trip ground transportation to and from the airport in Japan is on the regularly scheduled program dates only.

AIFS cannot guarantee that all passengers will be booked on the same flight.

AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application.

A minimum of 10 students must take the AIFS flight for it to be offered.