

WINTER 2019 FLORENCE, ITALY APPLICATION TIMELINE

The winter intercession in Florence, Italy program is open to all college students. Eligibility requires a cumulative GPA of 2.5 and completion of 12 college level units. If it is your first semester, we will accept a progress report. Undergraduate students from outside colleges may submit unofficial 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 **October 5, 2018**. **The complete balance of payments is due November 9, 2018**. Please see the Fee Schedule information sheet for more detail.

FINANCIAL AID

While financial aid is not available during the winter intercession, students may use financial aid from the previous fall semester. Students may also apply for loans late in the fall semester. Check with the financial aid office for the final day to apply for loans (usually before October). Students **are** eligible for the Promise Grant (former BOGW) during the winter intercession.

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.

FLORENCE ORIENTATION – SATURDAY, DECEMBER 1 at 10 a.m.

Florence MANDATORY student pre-departure orientation will be held at Citrus College in CI 159 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

Michael Hillman-Art 103 instructor (626) 914-8661 mhillman@citruscollege.edu

Senya Lubisich-Hum 102 instructor (626) 914-857-4106 slubisich@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 of \$2,795.00 includes the following, based on an enrollment of 30 or more participants:

- ⇒ housing in apartments in twin-bedded rooms with 2-6 students typically sharing a 1 to 3-bedroom apartment with cooking facilities;
- ⇒ orientation program consisting of an orientation meeting with AIFS staff, information packet, half-day guided sightseeing tour and welcome dinner;
- ⇒ program of academic visits and cultural activities, from churches and art galleries, to museum visits;
- ⇒ guided day-trip to Siena and San Gimignano including transportation by private bus;
- ⇒ guided visit to the Uffizi Gallery;
- ⇒ Italian cooking class and chianti wine-tasting class;
- ⇒ farewell dinner;
- ⇒ free wireless Internet access at the Study Center and student apartments;
- ⇒ access to the AIFS Student Center and the services of the AIFS Program Coordinator and student advisors 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:

- ⇒ optional Transportation Package consisting of round-trip airfare between Los Angeles and Florence, and round-trip transfers overseas between the airport and the housing in Florence on the specified program dates, for \$TBC;
- ⇒ mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$TBC (subject to change);
- ⇒ \$125 refundable damage deposit;
- ⇒ optional three-day, two-night excursion to Rome for \$525;
- ⇒ optional meal plan consisting of 10 vouchers for some lunches and dinners in local trattoria in Florence for \$175;
- ⇒ enrollment fees to your college;
- ⇒ textbooks;
- ⇒ meals not listed above;
- ⇒ passport and visa fees if applicable;
- ⇒ personal expenses;
- ⇒ anything not listed above;
- ⇒ optional personal effects coverage and medical insurance upgrade.

2019 PROGRAM DATES

Friday, January 4	AIFS flight departs U.S. for Italy
Saturday, January 5	Arrive in Florence, transfer to accommodations
Sunday, January 6	Orientation and sightseeing.
Monday, January 7	Classes begin.
Saturday, February 2	End of program. AIFS flight departs Italy for the U.S.

PAYMENT SCHEDULE FOR AIFS FEES

<u>January Term</u>	<u>Fee</u>	<u>Deadline</u>	<u>Optional</u>	<u>Fee</u>	<u>Deadline</u>
Enrollment deposit	\$450.00	October 5, 2018	Transportation Package	\$TBC.00	November 9, 2018
Balance of fees	<u>\$2,345.00</u>	November 9, 2018	Taxes/Fees (subject to change)	\$TBC.00	November 9, 2018
Sub-total	\$2,795.00		Rome Excursion Deposit	\$50.00	October 5, 2018
Damage Deposit (mandatory/ refundable)	<u>\$125.00</u>	November 9, 2018	Balance of Rome Excursion	\$475.00	November 9, 2018
			Meal Plan	\$175.00	November 9, 2018
Total	\$2,920.00		Medical Insurance Upgrade	\$65.00	November 9, 2018
			Personal Effects Coverage	\$90.00	November 9, 2018

All students must submit the \$450 deposit (and \$50 Rome excursion deposit, if selected) when completing the online enrollment form. Subsequent payments may be made by check or credit card. Checks should be made payable to "AIFS." You may also use American Express, MasterCard or Visa.

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

AIFS TRANSPORTATION PACKAGE

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 Italy 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 Friday, October 5, 2018. Participants wishing to cancel from the flight must notify AIFS in writing by Friday, November 9, 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 Italy 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 Italy is on the regularly scheduled program dates only.

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

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

Students who choose to book their own flights will receive directions to the AIFS Student Center.