



PERIOD OF ENROLLMENT

The period of enrollment for students begins the on day of the group's first convening (arrival at the program orientation or the U.S. group flight departure point); It concludes on the day of the scheduled group departure for return to the U.S. General dates are available on the IHP website. Exact dates are sent to students in an electronic Bulletin before the program begins.

FEES

The fee, as billed by IHP and administered by World Learning/SIT, covers all scheduled program expenses during the period of enrollment. This includes tuition, room, partial board (two meals per day, typically breakfast and dinner), books, group excursions, group airfare and group related travel, accident and sickness insurance, and the complete academic program. Students are expected to pay for the following additional expenses: travel to the point of group departure from the United States or Canada and from the point of return from within the United States or Canada; supplemental travel and health insurance; food and lodging prior to arrival at the program start; fees for passports, visas, tourist cards, identification cards, travel documents, airport taxes or country exit taxes; pre-program medical expenses (e.g., inoculations) and prophylactic medicines; discretionary travel undertaken before, during, or after the semester including the vacation period; meals, housing and transportation during vacation periods; local transportation; one meal per day (typically lunch); student supplies, tips, laundry, telephone calls, postage, gifts, personal items, beverages that are not a customary part of meals, and all other such expenses.

IHP recommends that each student have a reasonable amount of spending money available (approximately \$1,500 - \$2,000 for one-semester programs and \$3,000 for two-semester programs), but the program cannot be responsible for its safekeeping.

Fees have been established based on all known circumstances at the time of calculation, and no change in them is expected. Due to the nature of IHP programs and the economics of host countries, however, IHP reserves the right to change its fees without notice. In the event of a fee increase, students will be provided with a reasonable period of time prior to the scheduled group departure and not less than ten (10) days from the date of notice, in which to withdraw. In the absence of notice of withdrawal, students will be committed to the program. Late fees for expenses incurred by IHP due to delayed withdrawal may be billed to the student.

PAYMENT

A \$2,500 deposit, credited towards the student's program fee, must be received before a space on a program can be confirmed. Enrolled students who withdraw prior to 90 days before the start of the program forfeit one-half of the acceptance deposit (\$1,250). After that time, no refunds of the \$2,500 acceptance deposit will be available.

Payment of the balance of the program fee is due May 1 for summer programs, July 15 for fall semester programs, and December 15 for spring semester programs. Bills will be sent out 4-6 weeks ahead of the balance due date. Students are expected to pay the program fee by the deadlines indicated above. If payment is not made on schedule, the student may be withdrawn for non-payment. IHP prefers payments via check or money order, but will accept credit card payments if there is no alternative.

WITHDRAWAL REFUND PROCEDURES

After a student enrolls in the program, refunds in the event of withdrawal from a program will be made according to the schedule below. IHP will calculate refunds from the time the student submits written notification of withdrawal or from the last date of association with the program, whichever is later. IHP, in consultation with the World Learning/SIT Office of the Registrar, will determine the amount of the total refund. The World Learning/SIT billing office will then either issue a refund to the student or an invoice to collect outstanding funds.



Students withdrawing before the first 50% of the program is over will realize an adjustment of tuition, room, and board-- excluding the non-refundable deposit and any non-recoverable costs -- according to the following schedule:

- Before the first day of the program: 100% refund minus the deposit and any non-recoverable costs.
- During the first 10% of the program 90% refund of tuition, room, and board, minus the deposit and any non-recoverable costs.
- Between 11% and 20% of the program 80% refund of tuition, room, and board, minus the deposit and any non-recoverable costs.
- Between 21% and 30% of the program 70% refund of tuition, room, and board, minus the deposit and any non-recoverable costs.
- Between 31% and 40% of the program 60% refund of tuition, room, and board, minus the deposit and any non-recoverable costs.
- Between 41% and 50% of the program 50% refund of tuition, room, and board, minus the deposit and any non-recoverable costs.
- After 50% of the program No refund of tuition, room, board, deposit or any non-recoverable costs.

In all cases, travel charges are refunded at the discretion of the airline carrier and IHP.

If a student believes individual circumstances warrant an exception to these procedures, he or she should submit a written request with supporting documentation to IHP.

PROGRAM CHANGES

Although IHP will attempt to maintain its programs as described in its publications, IHP reserves the right to terminate or alter a program at any time and for any reason, with or without notice. Normally in the event of termination or cancellation, refund procedures shall follow those set forth above in the "Withdrawal Refund Procedures" section.

INSURANCE

IHP will provide students with sickness and accident insurance, administered by World Learning/SIT, as specified in the Student Health Insurance Coverage Policy published on the IHP web site. All students should read the policy carefully and arrange personally for any supplemental coverage desired. Although IHP can make no representation as to the availability or level of proficiency of medical care in all circumstances, in the event of accident or illness, IHP will attempt to ensure that appropriate care is provided. The student and his or her parents/guardians are responsible for all expenses involved. Responsibility for medical treatment of pre-existing conditions rests solely with the student.

AIR TRANSPORTATION

IHP, as the student's agent, arranges for scheduled group air transportation through an airline or travel agent. Neither IHP nor World Learning/SIT assume any responsibility or liability for death or injury to the student or for loss of or damage to property (including baggage) resulting from the provision of air transportation and other services. The passenger contract in use by the airlines, when issued, will constitute the sole contract between the airline and the passenger. IHP will designate the times and ports of departure for all group transportation during the program and will arrange for assembly at the designated times and places. However, each student is solely responsible for expenses related to any lost airfare tickets or any missed connections due to failure to assemble in a timely manner. Neither IHP nor World Learning/SIT will be in any way liable for the cost of alternate transportation or for any losses resulting from the student's failure to use the designated transportation or have appropriate travel documentation. Upon departure, the student must present a passport or travel document that matches the name on the passenger manifest.



PARTICIPATION

Students are required to participate fully in all program components and are not allowed to withdraw from any one of the program components. Students will attend and participate in all scheduled classes, guest lectures and field trips unless they have faculty permission to be absent.

MEDICAL REVIEW

Participation is contingent upon IHP's review of the student's completed health, medical and other confirmation materials. Failure to disclose complete and accurate information on the Medical Information form can result in dismissal from the program. IHP requires that all students participating on IHP programs show medical and psychological stability, as determined by IHP, for no less than six months prior to the group's departure date.

Federal law prohibits us from making pre-admission inquiries about disabilities. We will keep any information we receive regarding disabilities in strict confidence, and it will not adversely affect admissions decisions. If students require special services because of a disability, they should notify IHP. Without having such information at least 60 days prior to the program, we cannot ensure appropriate support services to facilitate students' learning.

PASSPORT AND VISA PROCEDURES

The student is responsible for obtaining all necessary passports and visas prior to the beginning of the program. The student is responsible for understanding and complying with all visa procedures and deadlines as outlined by IHP and the destination country. Failure to completely and properly comply with such procedures may result in forfeiture of a space on the program.

PROGRAM RESTRICTIONS AND DISMISSAL

Certain activities deemed potentially dangerous to individual safety and program integrity are not permitted and are grounds for dismissal. These include, but are not limited to, driving, motorcycling, hitchhiking, driving, parachuting, bungee-jumping, hang-gliding, riding in private airplanes, rock climbing, white water rafting, and scuba diving. Independent travel during the program is limited to free-time, non-program scheduled events and vacations. Students traveling independently during these periods, or following the close of a program, assume total responsibility for themselves. IHP and its employees assume no liability for individuals once they are separated from the program.

A student who leaves the scheduled program at any time without prior written authorization from IHP will not be allowed to return to it and will be considered withdrawn. The normal refund schedule will apply, and travel expenses incurred due to a premature return to the U.S. from abroad, either alone or accompanied, must be borne by the student.

IHP and its employees assume no responsibility whatsoever in connection with losses, expenses or other damages resulting from and, in its sole discretion, reserves the right to dismiss any student for the following reasons: failure to participate fully in all program components and perform satisfactory academic work, failure to observe published policies or procedures, failure to disclose material information requested by IHP (e.g. health information), ill health that interferes with effective program participation, failure to comply with the provisions of local country laws, regulations and customs, or conduct that is, in the sole judgment of the IHP authorities, improper, disruptive or offensive to the host community, potentially detrimental to the health or safety of the student or other members of the group and program, or inappropriate for the program or for study in a cross-cultural environment. Examples may include, but are not limited to, the use of drugs, unacceptable sexual behavior, and excessive alcohol consumption. In the event of dismissal, the normal refund schedule will apply.

Failure to comply with program restrictions and other IHP policies and procedures, whether or not resulting in dismissal, may preclude a student from participation in future IHP study abroad programs.

PUBLICITY

Future publicity materials may include statements made by participants, their photographs, film or video images and voices. Participants consent to such use of any comments, photographic likenesses, and film or video images and voices presented in any medium.

MAIL

IHP will provide all students with overseas mailing addresses. The program cannot, however, be responsible for any delay or loss of mail.