



# UPPER MIDWEST ASSOCIATION FOR INTERCULTURAL EDUCATION

## RULES AND PROCEDURES

### (MAY / JUNE TERM)

For the forty-fifth consecutive year, UMAIE offers unique opportunities for cross-cultural study during January Term and starting in 2005, May / June Term. UMAIE, a consortium of five colleges and universities, cooperates to provide the educational depth and resources necessary for an intercultural curriculum.

This year UMAIE offers courses in many locations around the world including: The Americas (North, Central and South), Antarctica, Australia, Egypt, Europe (Western, Central, Eastern, Northern and Southern), Hawaii, India, Ireland, Jordan, Mexico, New Zealand, Peru, Russia, Norway, Thailand, Turkey and the United Kingdom.

**APPLICATION AND REQUIRED DOCUMENTS** — Applications and required documents are available via the UMAIE website ([www.semint.com/umaie](http://www.semint.com/umaie)). Applications are accepted between **April 15, 2009 - February 12, 2010**. When applying for a course, please submit the following to your UMAIE Campus Representative:

- Three copies of your completed application.
- One copy of your valid passport photo & signature page OR if you do not have a passport, a copy of your passport application. (Actual submittal of your passport application to a passport agency is not required until acceptance into a course. Please visit <http://travel.state.gov/passport>.)
- One copy of your January Term Abroad Agreement.
- One copy of your unofficial transcript.
- One deposit check in the amount of **\$400** made payable to **Seminars International, Inc.** (All checks will be cashed upon receipt. Returned checks will be assessed a service charge of \$50.)

No application will be considered without **ALL** the required signed documents, copies and deposit as listed above. If you have any questions please contact your UMAIE Campus Representative. **\*UST students please see your study abroad website ([www.stthomas.edu/studyabroad](http://www.stthomas.edu/studyabroad)) for application procedures.**

**SELECTION PROCESS FOR APPLICANTS** — Faculty Directors will screen each application to ensure all prerequisites are met, and that equal access is given to students from all consortium schools. **The UMAIE Secretariat will notify each participant via e-mail by April 15, 2009**, to inform if applicant is: 1) accepted into the course; 2) on a waiting list; 3) not accepted into the course. Please be aware that if you are placed on a waiting list, your deposit check will still be cashed upon receipt. In the event a course is filled or cancelled due to low enrollment, students are contacted regarding a second choice. Students who choose not to transfer to another course will receive a full refund. **LATE APPLICATIONS WILL BE CONSIDERED ONLY ON A SPACE AVAILABLE BASIS AND LATE FEES WILL LIKELY BE APPLIED.**

**PASSPORTS, VISAS AND IMMUNIZATIONS** — All applicants must send a copy of a valid and signed passport to their UMAIE Campus Representative upon acceptance into a UMAIE course (if one was not turned in with application). **Passports must be valid at least six (6) months beyond your return date.**

If your course requires a visa it will be stated in the course description. A country specific visa application will be sent to you 1-2 months prior to departure.

Information regarding recommended and or needed immunizations can be found at the CDC website: [www.cdc.gov/travel/](http://www.cdc.gov/travel/). If you are traveling to a destination that requires an immunization, the UMAIE Secretariat will inform you in a timely manner. Additional information regarding passports, visas and immunizations is available from your UMAIE Campus Representative.

**COMPREHENSIVE FEE** — Costs listed are based on planned enrollments for each course. Every effort is made to operate the program at the stated price. However, if fewer students enroll, costs may be increased or the course cancelled. **NOTE:** UMAIE reserves the right to adjust fees due to dollar devaluation, fuel surcharges, and general inflation.

The comprehensive fee includes round-trip air transportation from Minneapolis-St. Paul to the course location; airport transfers; visas (where

required for U.S. citizens who meet the visa application deadline and have the correct accompanying documentation); transportation to most course activities while abroad; lodging, primarily in twin or triple rooms in hotels, pensions, university dormitories, or family homes (where indicated); continental breakfast daily (exceptions noted on individual course descriptions) and other meals as indicated; tickets for required cultural performances; planned excursions; and administrative costs (however, individual institutions may assess additional charges). When rail passes or entrance fees are included, they are based on the utilization of youth rates (25 years or under). Any additional amount incurred will be the participant's responsibility.

**EXCLUSIONS** — Expenses and items not specifically mentioned herein are not covered, including but not limited to: passport fees; local subway, bus and tram fares (if not included in course price); departure taxes (except U.S.); optional entertainment and excursions; beverages; individual room service charges; travel insurance; porter's fees; laundry and cleaning; telephone and fax; personal gratuities; transportation to and from point of course departure.

**FINAL PAYMENT** — Accepted applicants are notified of the final price during the last week of February. Students at Gustavus Adolphus College will bring their final payment to their International Education Office on or before Friday, April 9, 2010. Students from Elmhurst College will bring their final payment to their Student Accounts Office before Friday, April 9, 2010. Students from all other institutions will have their fees billed to their student account.

#### WITHDRAWALS AND REFUNDS

- No cancellation fee for students withdrawing on or before **January 14, 2010**.
- A **\$100** cancellation fee is withheld for students who withdraw between **January 15, 2010 and February 12, 2010**.
- Beginning **February 13, 2010** the course deposit of **\$400** is non-refundable.
- A refund for cancellations occurring after **March 31, 2010** is based upon recoverable costs. The **ENTIRE COURSE COST** may be forfeited.
- **If cancellation occurs 30 days or less prior to departure, there will be no refund. Trip cancellation insurance is recommended for students with pre-existing medical conditions.** This insurance must be purchased at the time of registration. Please discuss this with your UMAIE Campus Representative.
- If a course price increases by more than 6% (due to general inflation or lower enrollment) a student may cancel without penalty.
- No refund is given to students who wish to omit portions of the course.
- **NOTICE OF CANCELLATION MUST BE SUBMITTED IN WRITING TO YOUR UMAIE CAMPUS REPRESENTATIVE.**

**TRAVEL ARRANGEMENTS** — are secured by Seminars International, Inc., 33 West Monroe Street, Suite 1160, Chicago, IL 60603-5303, (800) 541-7506, [TRAVEL@semint.com](mailto:TRAVEL@semint.com). Applications are processed by the Minnesota office, 21530 Vernon Avenue, Prior Lake, MN 55372, (952) 440-1338, [kathy@semint.com](mailto:kathy@semint.com). Participants desiring additional information may contact Seminars International Inc., or visit their website - [www.semint.com](http://www.semint.com).

**ORIENTATION SESSION** — The Orientation Session will be held once the group has arrived at their destination. Students will be communicating with faculty director via internet prior to departure.

**DEVIATIONS** — Course prices are based on group air arrangements and the air carrier may assess a service fee. Not all airlines allow deviations on group reservations. In addition to the airline service fee(s), an additional fee must be paid to Seminars International, Inc. as follows: before **February 12, 2010 the charge is \$75; from March 7, 2010 until March 31, 2010, the charge is \$125. After March 31, 2010, no deviations will be accepted.** Deviation requests must be made in writing to the Chicago Seminars International office via fax (312) 332-5509 or email [TRAVEL@semint.com](mailto:TRAVEL@semint.com). Once the deviation has been booked, any changes may incur additional costs. Students who deviate are responsible for providing their own transportation to or from the actual course location abroad. **Faculty Directors are not expected to provide assistance. Students from Augustana College and Elmhurst College will receive further information on course flights upon acceptance.**

#### CAMPUS UMAIE BOARD MEMBERS

Augustana College, *Dianne Hammrich*, (605) 274-4042 • Elmhurst College, *Alice Niziolek*, (630) 617-3604

Gustavus Adolphus College, *Center for International and Cultural Education*, (507) 933-7546

St. Catherine University (formerly College of St. Catherine), *Global Studies Office*, (651) 690-6031

University of St. Thomas, *International Education Office*, (651) 962-6450

**UMAIE SECRETARIAT:** *Kathy Willemssen*, (952) 440-1338, email: [kathy@semint.com](mailto:kathy@semint.com)