



RULES AND PROCEDURES

www.umaie.org

APPLICATION PROCESS

The UMAIE application process is described and the required documents are available on the UMAIE website (www.umaie.org/how_to_apply.htm). Applications are accepted between **April 18 - October 3, 2011**.

No application will be considered without **ALL** the required signed documents, copies and a deposit check. If you have any questions please contact your campus UMAIE Board Member.

SELECTION PROCESS FOR APPLICANTS

Faculty Directors will review and screen each application to ensure all pre-requisites are met, and that equal access is given to students from all consortium schools. Each applicant will be notified if they are:

- 1) accepted into the course;
- 2) on a waiting list;
- 3) not accepted into the course.

For applications received by April 18th, the UMAIE Secretariat will notify each participant via e-mail by May 6, 2011. Applications received after April 18, 2011 will be sent to the faculty directors weekly and students will receive notification on a timely basis.

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 will be contacted regarding a second choice. Students who choose not to transfer to another course will receive a full refund.

PASSPORTS, VISAS AND IMMUNIZATIONS

All applicants must send a copy of a valid and signed passport to their campus UMAIE Board Member as soon as possible but no later than October 24, 2011. **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 2-3 months prior to departure. Visa fees and processing for U.S. citizens is provided by UMAIE. Students holding passports from other countries are responsible for obtaining their own visa.

Information regarding recommended and/or needed immunizations can be found at the CDC website: 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 campus UMAIE Board Member.

COMPREHENSIVE FEE

Per person course price ranges are based on a minimum enrollment for each course. Every effort is made to operate the program within the stated price range. However, if fewer students enroll, costs may be increased or the course cancelled. Individual institutions may assess additional charges. **NOTE:** UMAIE reserves the right to adjust prices due to dollar devaluation, fuel surcharges and general inflation.

The comprehensive fee includes round-trip air transportation from Minneapolis-St. Paul (or approved alternate airports) to the course location; airport transfers; visas; 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. **When rail passes or entrance fees are included, they are based on the utilization of youth rates (25 years or under), and a valid University ID will be required to be presented at the entrance. Any additional amount incurred will be the participant's responsibility.**

ALTERNATE APPROVED AIRPORT ARRANGEMENTS

Students from Augustana College, Elmhurst College, Hastings College and St. Ambrose University will receive further information on possible connecting flights upon acceptance.

EXCLUSIONS

Personal expenses are the responsibility of each individual participant. Examples include but are not limited to: passport fees; airline checked baggage fees; excess baggage fees; local public transportation; departure taxes (except U.S.); optional entertainment and excursions; meals not indicated in individual course descriptions; individual room service charges; travel insurance; porter's fees; laundry and dry cleaning; telephone and fax; personal gratuities; transportation to and from the course departure city.

FINAL PAYMENT

Accepted applicants are notified of the final price during mid-October. Final payment is due before Monday, November 1. Check with your home campus for payment procedures.

WITHDRAWALS AND REFUNDS

- The full deposit amount is refunded for students withdrawing on or before **September 15, 2011**.
- The full deposit amount is non-refundable for students who withdraw between **September 16 and November 1, 2011**.
- A refund for cancellations occurring after **November 1, 2011** 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 application. Please discuss this with your Campus UMAIE Board Member.
- 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 CAMPUS UMAIE BOARD MEMBER.**

COURSE ORIENTATION

Course orientation will include a self-study and on-line quiz to be completed early fall, a webinar on-line meeting in November and an on-site orientation session once abroad. More information on these components and the deadlines for completing them is available on the UMAIE website by clicking on the UMAIE Courses tab, then clicking on your course title and following the link to the orientation information. **FULL PARTICIPATION IN EACH COMPONENT IS MANDATORY.**

DEVIATIONS

Course prices are based on group air arrangements. The air carrier may assess a service fee for individual changes. 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 October 3, 2011 the charge is \$75; from October 4, 2011 until November 1, 2011 the charge is \$125. After November 1, 2011, 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. Once the deviation has been booked, these costs are non-refundable and any changes may incur additional costs. Students who deviate are responsible for providing their own transportation to/from the actual course location abroad, and for communicating their final itinerary to their study abroad office.

COURSE CANCELLATION BY UMAIE

During the year, UMAIE may need to cancel a course. Events that could cause UMAIE to cancel a course include:

- Low enrollment
- Faculty withdrawal
- Travel warnings issued by the U.S. Department of State

If UMAIE cancels a course, students will receive a full refund for all payments made.

CAMPUS UMAIE BOARD MEMBERS

**Augustana College, International Programs Office, (605) 274-5050, cathy.lindamood@augie.edu • Elmhurst College, Office of International Education, (630) 617-3341, wallyl@elmhurst.edu • Gustavus Adolphus College, Center for International and Cultural Education, (507) 933-7546, ishaw@gac.edu • Hastings College, Academic Affairs Office, (402) 461-7346, jwiest@hastings.edu • St. Ambrose University, Center for International Education, (563) 333-6389, studyabroad@sau.edu • St. Catherine University, Office of Global Studies, (651) 690-6472, globalstudies@stkate.edu • University of St. Thomas, International Education Office, (651) 962-6450, studyabroad@stthomas.edu
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