



RULES AND PROCEDURES (May/June Term)

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 until **March 1, 2012**.

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 prerequisites are met, and that equal access is given to students from all consortium schools. The UMAIE Secretariat will notify each applicant if they are:

- 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 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 March 1, 2012. **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 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 6, 2012. Students from Elmhurst College will bring their final payment to their Student Accounts Office before Friday, April 6, 2012. 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 13, 2012**.
- Beginning **January 14, 2012** the course deposit of **\$500** is non-refundable.
- A refund for cancellations occurring after **March 30, 2012** 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. Applications are processed by the Minnesota office, 21530 Vernon Avenue, Prior Lake, MN 55372, (952) 440-1338, kathy@semint.com. Participants desiring additional information may contact Seminars International Inc., or visit their website - 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 **March 1, 2012 the charge is \$75; from March 1, 2012 until March 30, 2012, the charge is \$125. After March 30, 2012, 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, 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.**

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 withdraw
- 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**, Center for Professional Excellence, (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
UMAIE SECRETARIAT: *Kathy Willemsen*, (952) 440-1338, kathy@semint.com