

Using Financial Aid To Pay For An ISA DIRECT Program

EACH YEAR, MORE THAN 25% OF ISA STUDENTS USE FINANCIAL AID TO PAY FOR ALL OR PART OF THEIR ISA STUDY ABROAD PROGRAMS.

Generally, for your financial aid to be “portable” to a study abroad program, you must carry a full-time course load at the host institution and receive credit for the program toward your degree at your home institution. There may be other eligibility restrictions, depending on the financial aid program, but usually you will be able to take your Title IV funding (Pell, Stafford and PLUS) overseas with you.

Your home institution may require an agreement, and possibly some additional paperwork, in order for you to use your financial aid. The first step should be checking with your study abroad advisors and financial aid administrators or bursar’s office at your home university to confirm what will apply to the ISA program.

THE FOLLOWING IS A PRELIMINARY CHECKLIST OF ITEMS THAT YOU MUST COMPLETE:

- Inform your home university study abroad office and financial aid administrator of your plans to use financial aid to pay for an ISA study abroad program.
- Please let your financial aid officer know to contact ISA’s Financial Aid Coordinator if your university has any questions regarding financial aid, or if they have a “Consortium or Contractual Agreement” that needs to be completed.
- Once you are accepted to an ISA / ISA DIRECT program, you will receive an acceptance packet. In this packet you will receive the ISA Financial Aid Payment Information flyer, as well as the “Verification of Award” form. Please note that you must check the financial aid box under the Payment Information section on the application in order to receive the financial aid payment information from ISA.
- Ask your financial aid administrator to complete the “Verification of Award” form and return it to ISA.
- Let your financial aid administrator know about the payment due date of the ISA program that you have chosen.

NOTE: *These are general instructions. Please check with your financial aid office, as each U.S. University is different. An explanation of common types of financial aid is provided on the ISA DIRECT web site at www.isadirect.com.*

FINANCIAL AID PAYMENT OPTIONS

ISA provides three payment options if you plan to use financial aid to pay for a study abroad program. Remember that it is ultimately your responsibility to ensure that ISA receives one of the following by the payment due date:

OPTION 1: FULL PAYMENT FOR THE ISA PROGRAM.

In this case you will make full payment for the program, for which you may be reimbursed by your financial aid when it is released. Many students will take out a personal loan at their bank or ask their close friends or family to provide financial support. Keep in mind that you can pay back your parents, or the bank, as soon as you receive your financial aid.

OPTION 2: GUARANTEE OF FULL PAYMENT FROM YOUR U.S. UNIVERSITY TO ISA DIRECTLY.

In this situation, the “Verification of Award” form from your university will state the amount you will be receiving (funds equal to or in excess of your balance due) and that the payment will be sent directly to ISA. If funds to ISA are less than the balance due, the student will pay the difference to ISA by the payment due date.

OPTION 3: GUARANTEE OF FULL PAYMENT AND A “GOOD FAITH PAYMENT.”

In this situation, the “Verification of Award” form from your university will state the amount you will be receiving and that the payment will be sent directly to you. You will then send ISA DIRECT a check, postdated for one week after your funds are to be released. Please staple the check to a clean sheet of paper and clearly write “Please hold for Financial Aid”. The postdated check should be for the amount you will be receiving for financial aid, and the remainder of your balance should be sent in a separate check to be deposited immediately by ISA / ISA DIRECT. HOWEVER, if your aid WILL cover the full balance, please send through a “Good Faith Payment” to ISA in the amount of \$1000 for semester or \$1500 for year programs. This “Good Faith Payment” will be deposited upon receipt by ISA, and the amount can then be subtracted from your postdated check payment. The Good Faith Payment demonstrates that you are planning to participate in the program and allows us to begin making program arrangements on your behalf.

*An explanation of common types of financial aid is provided on the ISA DIRECT web site at www.isadirect.com.

Program Prices And Dates

ALICANTE: UNIVERSITY OF ALICANTE

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 7/5	DALW3108	\$6,875
Fall 1 (2008)	9/1 – 2/7	DALF3108	\$6,875
Year 1 (2008/09)	9/1 – 7/4	DALY3108	\$10,450
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	1/1 – 3/15	DALW1108	\$4,975
Spring 2 (2008)	3/25 – 6/14	DALS1108	\$4,975
Fall 2 (2008)	9/25 – 12/13	DALF1108	\$4,975
SPANISH LANGUAGE AND CULTURE + SEVILLA INTENSIVE COURSE			
SESSION	DATES	PROGRAM CODE	PRICE
Fall 2A (2008)	9/1 – 12/13	DALF1208	\$6,150

ALMERÍA: UNIVERSITY OF ALMERÍA

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 6/28	DAMW3108	\$5,500
Fall 1 (2008)	9/1 – 2/14	DAMF3108	\$5,500
Year 1 (2008/09)	9/1 – 6/27	DAMY3108	\$7,375
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	1/4 – 3/16	DAMW1108	\$4,825
Fall 2 (2008)	9/25 – 12/13	DAMF1108	\$4,825
SPANISH LANGUAGE AND CULTURE + SEVILLA INTENSIVE COURSE			
SESSION	DATES	PROGRAM CODE	PRICE
Fall 2A (2008)	9/1 – 12/13	DAMF1208	\$5,975

CÁCERES: UNIVERSITY OF EXTREMADURA

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 7/5	DCAW3108	\$5,895
Fall 1 (2008)	9/1 – 2/14	DCAF3108	\$5,895
Year 1 (2008/09)	9/1 – 7/4	DCAY3108	\$8,300
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	2/2 – 5/10	DCAW1108	\$5,525
Fall 2 (2008)	9/19 – 12/20	DCAF1108	\$5,525
SPANISH LANGUAGE AND CULTURE + SEVILLA INTENSIVE COURSE			
SESSION	DATES	PROGRAM CODE	PRICE
Fall 2A (2008)	9/1 – 12/20	DCAF1208	\$6,675

JAÉN: UNIVERSITY OF JAÉN

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 7/5	DJAW3108	\$6,090
Fall 1 (2008)	9/1 – 2/21	DJAF3108	\$6,090
Year 1 (2008/09)	9/1 – 7/4	DJAY3108	\$8,950

MURCIA: UNIVERSITY OF MURCIA

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 7/4	DMUW3108	\$6,285
Fall 1 (2008)	9/1 – 2/14	DMUF3108	\$6,285
Year 1 (2008/09)	9/1 – 7/4	DMUY3108	\$9,200
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	1/4 – 5/23	DMUW1108	\$5,350
Fall 2 (2008)	8/28 – 12/19	DMUF1108	\$5,350

LOGROÑO: UNIVERSITY OF LA RIOJA

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 6/28	DLOW3108	\$5,700
Fall 1 (2008)	9/1 – 2/14	DLOF3108	\$5,700
Year 1 (2008/09)	9/1 – 6/27	DLOY3108	\$8,200
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	1/4 – 3/28	DLOW1108	\$4,750
Spring 2 (2008)	3/29 – 6/20	DLOS1108	\$4,750
Fall 2 (2008)	9/25 – 12/17	DLOF1108	\$4,750
Year 2 (2008/09)	9/25 – 6/20	DLOY1108	\$7,725
SPANISH LANGUAGE AND CULTURE + SEVILLA INTENSIVE COURSE			
SESSION	DATES	PROGRAM CODE	PRICE
Fall 2A (2008)	9/1 – 12/13	DLOF1208	\$5,895
Year 2A (2008/09)	9/1 – 6/20	DLOY1208	\$8,875

SANTIAGO DE COMPOSTELA: UNIVERSITY OF SANTIAGO DE COMPOSTELA

SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/1 – 5/31	DSAW1108	\$5,350
Fall 1 (2008)	8/31 – 12/20	DSAF1108	\$5,350
SPANISH LANGUAGE AND CULTURE + SEVILLA INTENSIVE COURSE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1A (2008)	1/10 – 5/31	DSAW1208	\$6,500
Fall 1A (2008)	9/1 – 12/20	DSAF1208	\$6,500

PAMPLONA: PUBLIC UNIVERSITY OF NAVARRA

STUDIES WITH SPANIARDS			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 1 (2008)	1/11 – 6/21	DPAW3108	\$6,725
Fall 1 (2008)	9/1 – 2/14	DPAF3108	\$6,725
Year 1 (2008/09)	9/1 – 6/20	DPAY3108	\$9,950
SPANISH LANGUAGE AND CULTURE			
SESSION	DATES	PROGRAM CODE	PRICE
Winter 2 (2008)	1/1 – 5/31	DPAW1108	\$5,500
Fall 2 (2008)	8/12 – 12/18	DPAF1108	\$5,500

APPLICATION DUE DATES

Winter: October 1
Spring: January 15
Fall: June 1
Year: June 1

FINAL FORMS AND PAYMENT DUE DATES

Winter: October 15
Spring: February 1
Fall: June 15
Year: June 15

How To Apply

SO YOU'VE DECIDED TO STUDY ABROAD!

ISA DIRECT has made it easy for you to apply. Just follow these four steps, and you're on your way toward an exciting opportunity to study in the country of your dreams. If you have any questions, please don't hesitate to call us at (800) 580-8826 or e-mail us at study@isadirect.com. We'll be glad to answer your questions. You can also check out our web site at www.isadirect.com for more information.

Step 1 - Meet The Minimum Requirements

You should have at least a 3.0 GPA before applying. If you have a GPA lower than a 3.0, you need to contact the ISA office.

Step 2 - Complete The Application Package

Your application package should include:

✓ **The application form.** Read all four pages of the application carefully, including the refund policy, and fill it out. The application form is attached. If one is not attached please visit our web site to download a copy at www.isadirect.com.

✓ **One copy of your college transcript.** An unofficial transcript may be accepted. However, the transcript must have the student's name, social security number/student ID number and university name (Internet transcripts are not acceptable).

✓ **A \$350 deposit.** The deposit will be applied towards the full program price and may be paid by check or credit card. ISA / ISA DIRECT accepts Visa, Master Card, and Discover. If writing a check, please make checks payable to International Studies Abroad or ISA.

Step 3 - Review

Applications should be submitted as soon as possible. ISA DIRECT accepts applications on a rolling basis. Students who are not paid in full by the payment due date are subject to a late fee of \$150. Check the final application due date for the program of your choice, and submit your application accordingly. ISA DIRECT recommends submitting applications at least 1-2 months before the payment due date.

Step 4 - Mail Your Application Package

Don't forget to double-check your application package!

Be sure to include **ALL APPLICATION PAGES, A COPY OF YOUR COLLEGE TRANSCRIPT, and a \$350 DEPOSIT.**

When the application package is complete, send it to:

**International Studies Abroad
1640-B East 2nd St. Suite 200
Austin, TX 78702**

REFUND POLICY

Applications should be submitted as soon as possible. ISA accepts applications on a rolling basis. Check the final application due dates for the program of your choice, and submit your application accordingly. Due to high enrollment, ISA recommends submitting applications at least one to two months before the application due date. Students who have not paid in full by the final forms and payment due date are subject to a late fee of \$150.

See our Prices and Dates page to find out when your final forms and payment are due.

Before you continue, please review the ISA refund policy:

This policy applies to all requests for refunds, regardless of the reason for withdrawal. Your request to withdraw and receive a refund must be made in writing to ISA. Your refund may be reduced by any additional cost incurred by ISA on your behalf. The deposit is non-refundable once your application has been submitted. If your application is rejected due to eligibility requirements, your deposit will be fully refunded.

- 1) If you withdraw from the program on or before the original payment due date, you are eligible for a refund of any payments less \$200.
- 2) If you withdraw 1-9 days after the original payment due date, you are eligible for a refund of any payments less \$750.
- 3) If you withdraw 10-20 days after the original payment due date, you are eligible for a refund of any payments less \$1,250.
- 4) If you withdraw 21 or more days after the original payment due date but prior to the final deadline for withdrawal, you are eligible for a refund of any payments less \$1,750.
- 5) The final deadline to withdraw from any ISA program is 14 days prior to the start date of the program. If you withdraw after this deadline, regardless of the reason for withdrawal, you are not eligible for any refund from ISA.

Signing and returning all documents in your acceptance package is your responsibility. If you fail to return the documents after repeated notification (email or call), you will be deemed withdrawn and will not be eligible for any refund.

If you change or defer to another ISA program after the payment due date but prior to the final deadline to withdraw, ISA will assess a \$500 change fee plus costs incurred. Program changes are not permitted 1-14 days prior to the start of the program.

Prior to your official acceptance, please refrain from booking flights for your program. ISA reserves the right to adjust program dates to accommodate host university calendar changes, and is not responsible for airline fare or ticket change fees incurred by program participants.

Prices and dates are subject to change without notice

APPLICATION DUE DATES

Winter	10/01
Spring	01/15
Fall	06/01
Year	06/01

FINAL FORMS AND PAYMENT DUE DATES

Upon acceptance, you will receive a packet containing forms that must be completed and returned along with full payment by the following due dates:

Winter	10/15
Spring	02/01
Fall	06/15
Year	06/15

- Students who are not paid in full by the payment due date are subject to a late fee of \$150; there are **NO EXCEPTIONS**.
- ISA reserves the right to increase program prices. Please refer to the ISA Direct web site for updated prices and dates (www.isadirect.com).
- Participants may pay remaining balance with a combination of check and credit card. Credit cards may be used for any portion of the program price. Please note that there is an administrative fee of 3% for all credit card charges, which will be applied to the total charged.
- There is a \$35 fee for all returned checks. Once a check is returned, a money order or cashier's check is required for all payments.

VISA REQUIREMENTS

If your academic program in Spain is more than 90 days, you are required to obtain a student visa. You must apply for your student visa through the Spanish Consulate with jurisdiction over your permanent state of residence. Visit www.spainemb.org for information on Spanish Consulates in the U.S. Rules and regulations for student visas are constantly changing and each Spanish Consulate in the U.S. functions independently and makes its own rules, deadlines, and policies, so it is imperative that you contact the appropriate Consulate for a list of requirements. Please note that some Consulates require that students apply in person. If your academic program is less than 90 days, you do not need a student visa, but you will only have 90 days as a tourist in which to be in Spain. Most Consulates will not issue a student visa if your program is under 90 days.

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International Studies Abroad (ISA / ISA DIRECT) does not discriminate on the basis of race, color, national origin, disability, age, gender, sexual orientation, or religion according to the EEOC guidelines. ISA / ISA DIRECT will not tolerate any form of sexual harassment, including unwelcome sexual advances; vulgar, abusive, humiliating, or threatening language; practical jokes; and other inappropriate behavior in the workplace or on our programs. Hereinafter, the term "ISA" will refer to both ISA and ISA Direct.

IMPORTANT: Documents that cannot be sent via e-mail will be mailed to your current address prior to the payment due date. Final documents will be mailed to your permanent address after the payment due date.

CURRENT ADDRESS	
<input type="checkbox"/> MR. <input type="checkbox"/> MS. Print your name as shown on your passport in BLOCK LETTERS	
LAST NAME	
FIRST NAME	MIDDLE INITIAL
CURRENT ADDRESS	
CITY	STATE
ZIP CODE/COUNTRY	TELEPHONE
CELL PHONE	
E-MAIL ADDRESS	
ALTERNATE E-MAIL ADDRESS	

PERMANENT ADDRESS	
PERMANENT ADDRESS	
CITY	STATE
ZIP CODE/COUNTRY	
TELEPHONE	

PERSONAL INFORMATION	
DATE OF BIRTH (MM/DD/YY)	AGE
PLACE OF BIRTH (CITY, STATE, COUNTRY)	
CITIZENSHIP	
PASSPORT NUMBER (MUST BE VALID THROUGH END OF PROGRAM)	EXPIRATION DATE
SOCIAL SECURITY NUMBER OR STUDENT ID NUMBER	

LANGUAGE PROFICIENCY		
How would you characterize your oral proficiency in foreign language?		
<input type="checkbox"/> BEGINNING	<input type="checkbox"/> HIGH BEGINNER	<input type="checkbox"/> INTERMEDIATE
<input type="checkbox"/> HIGH INTERMEDIATE	<input type="checkbox"/> ADVANCED	<input type="checkbox"/> SUPERIOR

PROGRAM INFORMATION *Prices and dates are subject to change	
HOST UNIVERSITY (FOR EXAMPLE: UNIVERSITY OF JAÉN, ETC.)	
PROGRAM TITLE (FOR EXAMPLE: SPANISH LANGUAGE AND CULTURE, ETC.)	
PROGRAM TERM (FOR EXAMPLE: SPRING 1, FALL 2, YEAR 1, ETC.)	
PROGRAM DATE* (FOR EXAMPLE: FEB. 8 - JUL. 19)	PROGRAM PRICE*
PROGRAM CITY	
2ND PROGRAM CHOICE (IF FIRST CHOICE IS UNAVAILABLE)	

CURRENT ACADEMIC INFORMATION	
COLLEGE/UNIVERSITY	GPA
MAJOR	
MINOR	
<input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR <input type="checkbox"/> NOT ENROLLED <input type="checkbox"/> OTHER _____	

FOREIGN LANGUAGE BACKGROUND
COLLEGE LANGUAGE COURSES (TITLES AND GRADES)
NUMBER OF YEARS STUDIED IN SCHOOL

PAYMENT INFORMATION
<input type="checkbox"/> FINANCIAL AID <input type="checkbox"/> PERSONAL FUNDS <input type="checkbox"/> OTHER _____ Students intending to use any type of financial aid to pay for any part of the program must mark "FINANCIAL AID" to receive important documents regarding payment.

CHECKLIST
In order to be accepted on an ISA DIRECT program, you must send the following:
<input checked="" type="checkbox"/> All four pages of ISA DIRECT application <input checked="" type="checkbox"/> \$350 Deposit <input checked="" type="checkbox"/> College Transcript

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CREDIT CARD AUTHORIZATION (WILL ACCEPT VISA, MASTER CARD, AND DISCOVER) PLEASE FILL OUT ONLY IF PAYING DEPOSIT BY CREDIT CARD.)

I, _____ authorize ISA to charge the credit card in the amount of _____ \$ for the following item(s): DEPOSIT OTHER _____

CREDIT CARD NUMBER

CREDIT CARD TYPE
(AMERICAN EXPRESS NOT ACCEPTED)

EXPIRATION DATE

BILLING ADDRESS

CITY/STATE/ZIP CODE

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE

DATE

X

T-SHIRT SIZE

At the beginning of each ISA DIRECT program you will receive a t-shirt. Please indicate your t-shirt size:

SMALL MEDIUM LARGE EXTRA LARGE

APPLICATION DUE DATES

WINTER	10/01
SPRING	01/15
FALL	06/01
YEAR	06/01

FINAL FORMS AND PAYMENT DUE DATES

Upon acceptance, you will receive a packet containing forms that must be completed and returned along with full payment by the following due dates:

WINTER	10/15
SPRING	02/01
FALL	06/15
YEAR	06/15

- Students who are not paid in full by the payment due date are subject to a late fee of \$150; there are NO EXCEPTIONS.
- ISA reserves the right to increase program prices. Please refer to the ISA DIRECT web site for updated prices and dates (www.isadirect.com).
- Participants may pay remaining balance with a combination of check and credit card. Credit cards may be used for any portion of the program price. Please note that there is an administrative fee of 3% for all credit card charges, which will be applied to the total charged.
- There is a \$35 fee for all returned checks. Once a check is returned, a money order or cashier's check is required for all payments.

REFUND POLICY

Applications should be submitted as soon as possible. ISA accepts applications on a rolling basis. Check the final application due dates for the program of your choice, and submit your application accordingly. Due to high enrollment, ISA recommends submitting applications at least one to two months before the application due date. Students who have not paid in full by the final forms and payment due date are subject to a late fee of \$150.

See our Prices and Dates page to find out when your final forms and payment are due.

Before you continue, please review the ISA refund policy:

This policy applies to all requests for refunds, regardless of the reason for withdrawal. Your request to withdraw and receive a refund must be made in writing to ISA. Your refund may be reduced by any additional cost incurred by ISA on your behalf. The deposit is non-refundable once your application has been submitted. If your application is rejected due to eligibility requirements, your deposit will be fully refunded.

- 1) If you withdraw from the program on or before the original payment due date, you are eligible for a refund of any payments less \$200.
- 2) If you withdraw 1-9 days after the original payment due date, you are eligible for a refund of any payments less \$750.
- 3) If you withdraw 10-20 days after the original payment due date, you are eligible for a refund of any payments less \$1,250.
- 4) If you withdraw 21 or more days after the original payment due date but prior to the final deadline for withdrawal, you are eligible for a refund of any payments less \$1,750.
- 5) The **final deadline** to withdraw from any ISA program is 14 days prior to the start date of the program. If you withdraw after this deadline, regardless of the reason for withdrawal, you are not eligible for any refund from ISA.

Signing and returning all documents in your acceptance package is your responsibility. **If you fail to return the documents after repeated notification (email or call), you will be deemed withdrawn and will not be eligible for any refund.**

If you change or defer to another ISA program after the payment due date but prior to the final deadline to withdraw, ISA will assess a \$500 change fee plus costs incurred. Program changes are not permitted 1-14 days prior to the start of the program.

Prior to your official acceptance, please refrain from booking flights for your program. ISA reserves the right to adjust program dates to accommodate host university calendar changes, and is not responsible for airline fare or ticket change fees incurred by program participants.

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CREDIT VERIFICATION (TO BE COMPLETED BY AN ADVISOR)

(IF YOUR HOME UNIVERSITY/COLLEGE DOES NOT HAVE A STUDY ABROAD OFFICE, THEN AN ADMISSIONS / ACADEMIC ADVISOR, OR THE EQUIVALENT, MAY COMPLETE THIS SECTION.)

(CHECK ONE OF THESE THREE BOXES)

- Credits earned by the applicant are transferable to the home university.
- Credits earned by the applicant will be evaluated upon successful completion of the program and after review of the host university transcript.
- Credits earned by the applicant are not transferable to the home university.

TITLE PHONE NUMBER E-MAIL ADDRESS

STUDY ABROAD/ADMISSIONS/ACADEMIC ADVISOR'S NAME - PLEASE PRINT

STUDY ABROAD/ADMISSIONS/ACADEMIC ADVISOR'S SIGNATURE

X

DISCIPLINARY VERIFICATION (TO BE COMPLETED BY JUDICIAL AFFAIRS)

(IF YOUR HOME UNIVERSITY/COLLEGE DOES NOT HAVE A JUDICIAL AFFAIRS OFFICE, THEN A DEAN OR VP OF ACADEMIC AFFAIRS, OR THE EQUIVALENT, MAY COMPLETE THIS SECTION.)

(CHECK ONE OF THESE TWO BOXES)

- I have verified that the applicant's record does not make mention of any previous disciplinary problems.
- I have verified that the applicant's record does make mention of previous disciplinary problems.

TITLE PHONE NUMBER E-MAIL ADDRESS

DEAN OR VP OF ACADEMIC AFFAIRS/JUDICIAL AFFAIRS OFFICER'S NAME - PLEASE PRINT

DEAN OR VP OF ACADEMIC AFFAIRS/JUDICIAL AFFAIRS OFFICER'S SIGNATURE

X

STUDENT VISA AND PASSPORT INFORMATION

All ISA participants must have a valid passport, and securing a passport is the responsibility of the participant. Be aware that you must have a passport valid for at least six months after your program's end date in order to apply for a visa. More information regarding passport procedures can be found at <http://travel.state.gov/passport>.

ISA program countries vary greatly in their visa requirements for students. While some participants may be required to obtain a student visa, others may be able to stay in the host country for the duration of their program as a tourist. The application process for a student visa also varies by country. Depending on the foreign consulate, applicants may have to apply for the visa in person, via an online application, or by mailing in all application materials. ISA will include country-specific student visa information in the acceptance packet (when applicable). You can also find contact information in the Embassies and Consulates section of the ISA website at www.studiesabroad.com. If you are not a U.S. citizen, contact your nearest consulate immediately to check on regulations as they may differ from those for U.S. citizens. Applying for a student visa is a lengthy process, typically at least 45-70 days prior departure depending on the host country, so allow enough time for processing your visa application. Most foreign consulates are located in big cities, and in many instances travel is required to obtain visas from the consular office in person in your area of residence. Processing and visa fees vary, and most are non refundable.

Rules and regulations for student visas are constantly changing. Each consulate in the U.S. functions independently and makes its own rules, deadlines, and policies. You should contact your consulate to request a student visa application and list of requirements, and to verify the application process and timetable. In most cases your passport will physically remain at the consulate until your student visa is approved, therefore, if you have NOT applied for a passport, please apply early to avoid problems. If your consulate requires that you appear in person, be sure to verify that they will be open and accepting applications before you make specific travel plans; certain consulates only accept a specific number of applications per day. Some consulates also require that you set up an appointment far in advance.

ISA has no power to intervene on behalf of participants who do not obtain a visa or who are denied a visa. If a participant is unable to secure a visa and can therefore not participate on his/her ISA program, he/she may have the opportunity to defer to another ISA program at a later date or to another ISA program that does not require a visa. Participants who are unable to secure a student visa will not be subject to any special refund; the standard ISA Refund Policy will apply.

ACADEMIC CREDIT TRANSFER

As an ISA Direct participant, you are responsible for speaking with the appropriate academic advisors at your home institution to determine how credits earned abroad will be transferred back to your home institution. Every academic institution has different guidelines and policies, so it is imperative that you speak with your home institution prior to departure to find out about the transfer of credit. Please note that the transfer of credit will be decided upon entirely by your home institution and not by ISA. When speaking with your home institution, you should inquire about how the courses you take abroad will transfer, rules regarding the transfer of actual grades (vs. credit only), fulfilling major/minor requirements, etc., so there are no surprises upon your return. Participants who have difficulty transferring academic credit will not be subject to any special refund; the standard ISA Refund Policy will apply. Please note: It is the participant's responsibility to maintain the program's GPA requirement after being accepted. ISA is not responsible for the action of the host university if the student falls below the requirement.

FOREIGN LANGUAGE PLACEMENT EXAMS

Please note that the majority of ISA language-acquisition programs require participants to take a foreign language placement exam upon arrival to the program site. If the program for which you are applying requires a placement exam, your performance on this exam may determine the classes for which you are eligible. ISA cannot guarantee that you will place into the appropriate language level in order to fulfill academic credit requirements nor can ISA manipulate the results of your placement exam in any way. Participants who do not place into the appropriate level for academic credit transfer will not be eligible for any special refund; the standard ISA Refund Policy will apply.

PROGRAM CITY (E.G. ALMERIA, MURCIA, ETC.)

TERM

By signing below, I acknowledge that I have read and understand the Student Visa and Passport Information, Academic Credit Transfer, and Foreign Language Placement Exam sections.

FULL NAME (PRINT)

SOCIAL SECURITY NUMBER or STUDENT I.D. NUMBER

PARTICIPANT'S SIGNATURE

X

DATE

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CODE OF CONDUCT

FINANCIAL RESPONSIBILITY I agree to be personally responsible for all financial obligations associated with the program in which I am enrolled. I understand that if I have not paid in full, by the program deadline or by the other date agreed upon in writing with ISA, the balance due is subject to a 1% monthly surcharge until paid in full. If I receive Financial Aid, I agree to a 1% monthly surcharge on any balance due and not paid in full within 10 days after I receive my Financial Aid disbursement from my home university. I understand the monthly surcharge is distinct from any late fees that ISA may assess for any balance not paid by the deadline.

PARTICIPANTS ARE RESPONSIBLE FOR PAYMENT OF ANY AND ALL DAMAGE CAUSED BY THEM OR CHARGES INCURRED BY THEM WHILE ON THE PROGRAM.

HOUSING Housing during the first month in the program city is included in the price of all ISA DIRECT programs. You may decide to not live in ISA arranged housing without penalty only if you notify ISA before the payment deadline. If you notify ISA that you only need ISA arranged housing temporarily, ISA will send a pre-arrangement contract that you must sign and return to ISA before the payment deadline. At any time, if there are irreconcilable differences between you and your host family, ISA will relocate you to another host family. ISA will not reimburse you for housing expenses if you leave the program early. ISA will not reimburse you for housing expenses if you voluntarily move into an apartment during the program.

ALCOHOL AND DRUG POLICY ISA has an alcohol and drug policy that participants are required to follow. Generally, if a participant is of legal age in their host country they may consume alcohol within reasonable limits. Distribution of alcohol to other participants, who are not of legal drinking age or otherwise restricted, is strictly prohibited and violates this policy. If you are of legal age and choose to drink alcohol you are responsible for your actions at all times. Participants are not allowed to buy, sell, use or possess illegal drugs. "Illegal" means drugs that are prohibited by law in either the U.S. or the program's host country. ISA prohibits consumption of alcohol and drugs in any of its facilities, sponsored transportation vehicle or in any sponsored hotel room. Excessive alcohol consumption or violating drug laws abroad may have very serious consequences. Participants will not receive refund or credit for any missed activity because of violation of this policy. Any infraction or violation of this policy is considered serious and may at ISA's discretion result in your dismissal from the program.

SEXUAL HARASSMENT ISA does not authorize or condone any conduct which may be considered sexual harassment. Participants who become aware of sexual harassment or who believe they have been subjected to such treatment should report such actions to their ISA DIRECT contact, to the Director of Student Relations, or to the Executive Director.

COMPLIANCE WITH THE LAW OUTSIDE THE UNITED STATES Participants are strongly urged to comply with all laws of the host country. ISA discourages employment by participants during the program, unless proper legal documentation is obtained. Further, ISA strongly discourages participants from owning or operating vehicles while participating in the program. Political activities or use of illegal drugs may subject you to significant civil or criminal penalties. If, however, you are determined to engage in such conduct while abroad, you do assume any and all risk and responsibility to attend to the matter at your own expense.

As an ISA participant, you are responsible for speaking with the appropriate academic advisors at your home institution to determine how credits earned abroad will be transferred back to your home institution. Every academic institution has different guidelines and policies, so it is imperative that you speak with your home institution prior to departure to find out about the transfer of credit. Please note that the transfer of credit will be decided upon entirely by your home institution and not by ISA. When speaking with your home institution, you should inquire about how the courses you take abroad will transfer, rules regarding the transfer of actual grades (vs. credit only), fulfilling major/minor requirements, etc., so there are no surprises upon your return. Students who have difficulty transferring academic credit will not be subject to any special refund; the standard ISA Refund Policy will apply.

PROHIBITED BEHAVIOR Violation of the alcohol and drug policy; Criminal behavior or violation of local laws; Violation of residential guidelines and/or rules; Behavior that is detrimental to your health, welfare or safety or of others; Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to frequenting dangerous places, association with criminals, repeated intoxication, etc.; Abusive language towards ISA / ISA DIRECT staff, host university faculty, host family, housing staff or participants; Sexual harassment or misconduct; Disorderly, indecent or obscene conduct, gestures or actions; Violent behavior against others; Theft or vandalism; Participation in strikes, demonstrations or other political gatherings; Property damage to any of the following: ISA facilities, the host university, the housing, or hotels; Unauthorized use of or entry to any ISA or host university facilities or

equipment; Unauthorized access to, viewing, copying or distribution of ISA records; Use of ISA equipment for any illegal purpose; Forgery or alteration of legal, government, or ISA-issued documents with the intent or purpose to defraud; Plagiarism, cheating, use of unauthorized materials or engaging in accessing or distributing confidential academic materials; Falsification of personal records, including, but not limited to any alteration of transcripts or grade reports, participant medical or other records, the application for admission, financial aid documents, or other official documents required for participation in the ISA program; Conduct unbecoming an ISA participant including but not limited to violation of any ISA policies.

In the event of a violation of any ISA policies, disciplinary actions can take a variety of forms, and can be issued in combination, depending on the violation in question. ISA at its sole discretion will determine what action, if any, to take for violation of the policy. Participants will be notified in writing, as soon as practicable, of ISA's decision. Any disciplinary actions for violation of this Code are effective once you have been notified of the action either verbally or in writing. In the case of serious misconduct or for the sake of safety the ISA Director(s) has the sole discretion and authority to immediately dismiss any participant from their residence and/or the program. ISA, at its discretion, may notify the home university of any disciplinary action(s) taken against participants. You will not receive a refund or credit for missed activities or events as a result of any disciplinary actions. Such actions include but are not limited to the following:

Restitution: Payment of the cost to repair or replace any damage of personal property because of damage or theft.

Loss of Privileges: Your privileges to use facilities or to participate in activities or events may be restricted for a designated period of time or may be completely withdrawn.

Housing Termination: You may be required to leave the ISA / ISA DIRECT-arranged housing and obtain housing accommodations on your own and at your own expense.

Disciplinary Probation: You will be provided written notification of the terms and condition of the probationary restrictions imposed for violating the Code of Conduct. Failure to comply with such restrictions or further violations during the remainder of your ISA / ISA DIRECT program will result in your immediate dismissal from the program.

Dismissal: Permanent removal from the ISA / ISA DIRECT program. The Director(s) may warn participants who are abusing the rules and are in danger of disciplinary actions; however, when the offense is serious enough to warrant dismissal, no warning shall be necessary. Dismissal from your ISA / ISA DIRECT program shall not diminish or otherwise affect your obligation to make any and all payments to ISA. A program participant who is removed from the ISA / ISA DIRECT program will receive no grades for course work in progress. If you are dismissed you are responsible for any and all expenses associated with your transportation and all associated costs for your return trip. In addition, the dismissed participant will not be entitled to a refund or credit for any fees paid, may be required to reimburse the home university for all financial aid received, and is responsible for all non-recoverable costs incurred by the host university or ISA/ ISA DIRECT, as well as personal financial obligations, including but not limited to utility bills and rent. A dismissed participant's registration at the home university may be barred until all such financial obligations have been met. The participant's home university may, at its discretion, take further disciplinary actions.

THE ABOVE IS A GENERAL DESCRIPTION OF ISA'S POLICIES. A MORE DETAILED DESCRIPTION OF THE POLICIES ARE CONTAINED IN THE LITERATURE THAT WILL BE SENT IN YOUR ACCEPTANCE PACKET. PLEASE READ AND FAMILIARIZE YOURSELF WITH THE POLICIES.

DIFFERENCE BETWEEN ISA DIRECT AND ISA STANDARD PROGRAMS

I have read and understand the ISA DIRECT programs are for highly independent students who have attained an advanced level of Spanish language proficiency. ISA DIRECT programs are designed to meet the needs of students who are willing and able to face the challenges of their study abroad experience more independently. I understand that ISA DIRECT provides participants with extensive pre-departure enrollment and advising services, a one-week orientation upon arrival in Spain, transcript services upon completion of the program, and an on-call support network that allows participants to contact ISA staff members in nearby Spanish locations 24 hours per day, seven days per week. Students participating in ISA DIRECT Programs are expected, nonetheless, to function with less support than the participants of ISA standard programs.

I have read, understand, and agree to the information presented on this page and hereby agree to abide by the general ISA policies.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

DATE

X

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RELEASE

FULL NAME (PRINT)

PROGRAM CITY

TERM

In consideration of the benefits accruing to me from the International Studies Abroad DIRECT Program (ISA DIRECT Program), I do hereby release and discharge International Studies Abroad and its agents, employees, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in the Program including, without limitation, claims for personal injury or property damage.

I authorize ISA / ISA DIRECT to discuss my program with my parents/family and with my home institution in the U.S. Furthermore, I authorize ISA / ISA DIRECT to provide my home institution with a transcript of the coursework I complete as an ISA DIRECT participant.

It is my responsibility to contact my home institution regarding policies on program participation, including but not limited to transfer credit procedures and procedures related to financial aid, if I have not done so already.

I release all photos taken or received from my experience abroad to be used by ISA / ISA DIRECT and its study abroad affiliates exclusively for promotional study abroad materials.

I understand that I can be removed or dismissed from the ISA DIRECT program at any time, either prior to or after departure, for violating the ISA Code of Conduct as found on the ISA DIRECT web site.

I have read, understand, and agree to the information presented on this application, and hereby agree to abide by the ISA DIRECT release, refund policy, and payment due dates.

PARTICIPANT'S SIGNATURE

X

DATE

REQUIRED DISCIPLINARY INFORMATION

1. Have you ever been found responsible for a disciplinary violation at an educational institution you have attended at the college or university level, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?

Yes No

2. Have you ever been convicted of a misdemeanor, felony, or other crime?

Yes No

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

By signing below, I acknowledge that I have read and understand the ISA Final Forms and Payment Due Dates and Refund Policy sections. I also certify that the details that I provided in the Required Disciplinary Information section are true.

FULL NAME (PRINT)

PARTICIPANT'S SIGNATURE

X

DATE