



# PRE-PROPOSAL QUESTIONNAIRE

If you are interested in working with AIFS to arrange a customized, faculty-led study abroad program, please take a moment to answer the following questions so that we can prepare a proposal that best suits your needs.

## I. ACADEMIC FOCUS

1) What is the academic focus of the program?

\_\_\_\_\_

2) Please provide a course description (if available)

3) Will participants receive academic credit for the program?  Yes  No

4) Will you require classrooms or meeting room space?  Yes  No

If yes, how many and how many hours/days per week? \_\_\_\_\_

## II. WHERE AND WHEN

\*All fields are required in this section

1) Where will the program be located (overseas city and/or country)? \_\_\_\_\_

2) During what academic term and year will the program run? Program Year \_\_\_\_\_

Spring Semester  Fall Semester  Summer  January Term  Maymester  other (please specify) \_\_\_\_\_

3) Tentative departure and return dates  $\frac{\text{dd}}{\text{dd}} / \frac{\text{mm}}{\text{mm}} / \frac{\text{yyyy}}{\text{yyyy}}$  -  $\frac{\text{dd}}{\text{dd}} / \frac{\text{mm}}{\text{mm}} / \frac{\text{yyyy}}{\text{yyyy}}$

If you do not have specific dates, what is the preferred program length? \_\_\_\_\_

## III. EXPECTED ENROLLMENT

\*All fields are required in this section

1) How many students and faculty do you anticipate sending? # Students \_\_\_\_\_ # Faculty \_\_\_\_\_

## IV. STAFFING

1) Would you like AIFS support staff for the duration of the program?  Yes  No

## V. TRANSPORT AND ACCOMMODATION

- 1) Do you require AIFS to offer a group transportation package (*airfare and airport transfers*)?  Yes  No  
(A minimum of 12 students is required for a group flight)

If yes, what is your preferred U.S. airport \_\_\_\_\_

- 2) What is your housing preference? *Please note housing options vary depending on the program site and program length.*

Student residences (*apartments*)  homestays  hotels  other (*please specify*) \_\_\_\_\_

## VI. VISITS & EXCURSIONS

- 1) Are there any specific excursions or cultural/academic activities you would like included or offered on an optional basis?

Yes  No

If yes, please describe

- 2) Do you have a specific itinerary in mind?  Yes  No

If yes, please attach or specify

## VII. EXPERIENCE / HISTORY

- 1) Have you previously taken students abroad?  Yes  No

- 2) Is this the first time this program has been offered, or is it a repeat?  First time  Repeat

If offered previously, were you the faculty member on this program?  Yes  No

- 3) Is this a one-time program, or will it be offered again in the future?  One-time  Will be offered again  Not sure

## VIII. PRICING

- 1) Do you have a target price/price range in mind, not including airfare?  Yes  No

If yes, please specify \$ \_\_\_\_\_

- 2) Would you like the cost of faculty housing/participation in all program activities to be included in the student program fee?

Yes  No  Unsure

- 3) Would you like faculty airfare to be included in the student program fee?  Yes  No  Unsure

**IX. PROPOSAL DEADLINE**

By what date do you need to receive the proposal? \_\_\_\_\_

*Please note: Due to the customized nature of each program, turn around time is typically 2-6 weeks depending on location and specific requests. If you require a proposal sooner than the traditional time frame, we will do our best to accommodate you.*

**X. CONTACT INFORMATION**

Name \_\_\_\_\_ Title \_\_\_\_\_

School \_\_\_\_\_

School Mailing Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Today's Date \_\_\_\_\_

Please return this questionnaire to your AIFS University Relations representative or email to Ailsa Brookes at [abrookes@aifs.co.uk](mailto:abrookes@aifs.co.uk).

**Questions?** Contact us at (800) 727-2437