



## The American Institute for Foreign Study

*AIFS was founded in 1964 and since then, over 1.5 million students have participated in our educational and cultural exchange programs. AIFS pioneered Customized Faculty-Led programs (previously termed “Partnership Programs”) providing logistical support, student services, classrooms, housing facilities and cultural activities abroad, plus student medical, fee refund and liability insurances. This model enables institutions to conduct their own academic programs abroad at minimal expense with the institution maintaining academic control and retaining tuition income. AIFS bill a non-academic program fee, per student or per group, for the services we provide. Winner of the goabroad.com People’s Choice Award in 2016, see what students, faculty and study abroad advisors are saying about us now:*

@AIFSCustomized



@AIFSAbroad

### **Your proposal has been prepared by Charlie McLatchie, Program Manager, London Office**

*Charlie is your primary contact, collaborating with you on the overall design of the program/itinerary, and using their knowledge of London, can suggest what you might include to complement the teaching schedule and help you meet your academic goals and student learning outcomes. For any questions about this proposal, or any amendments you would like to make to the content please contact Charlie: [cmclatchie@aifs.co.uk](mailto:cmclatchie@aifs.co.uk)*

*Sharman Hedayati is the Director of Admissions in our Stamford, CT office. If you are happy with this proposal then please sign and send a scanned copy to Sharman. She will work on marketing materials for you, design an online application, and talk you through the AIFS portal and overall application process: [shedayati@aifs.com](mailto:shedayati@aifs.com)*

*Prior to the start of the program Charlie will introduce you to our on-site staff. They will send you and your students essential pre-departure materials and will be your key contacts during the program, making sure both students and faculty get the most out of the experience and what London has to offer.*

## **PROGRAM AGREEMENT FOR THE UNIVERSITY ABC** **LONDON, SOCIAL WORK, CUSTOMIZED, FACULTY-LED PROGRAM**

*This program agreement is an agreed upon extension to the addendum to the Academic Affiliation Agreement between the University ABC and the American Institute for Foreign Study and relates to Customized Faculty-Led programs only.*

**DURATION: 27 NIGHTS**  
**MINIMUM ENROLLMENT: 16 STUDENTS + 2 FACULTY MEMBERS**

### **Program Components Included in the Student Fee:**

#### **Pre-departure Support Services**

- Promotional materials including custom-designed color flyers.
- AIFS University Relations Representative available to promote your program on campus and regionally if required.
- Customized admissions and application process available including on-line registration and submission of required participant materials.
- Pre-departure information services and a toll-free contact number in the U.S.
- Pre-departure orientation materials including access to the customized program portal and on-line materials.
- Final pre-departure packet sent 1-2 weeks prior to the start of the program.

#### **Health and Safety Support**

- On-site orientation with local staff to provide advice and guidance on general and culturally relevant topics such as safety, incident response procedures and contact information for local emergency services (police, ambulance, fire service, hospitals, U.S. Embassy, etc.)
- 24/7 AIFS emergency service with both local number to reach on-site staff and toll-free number in the U.S.
- Each student on the program will be enrolled in the CISI insurance plan and global app. This insurance covers doctor visits, prescriptions, hospitalization and medical evacuation. Students have access to the 'My CISI' website where they can locate their ID card, policy document, search for a doctor (if traveling away from the program site), access personal security information and a copy of the claim form. The CISI app also includes resources such as the location of U.S. Embassies and consulates around the world, individual country profiles, CDC vaccine advice and U.S. State Department advice.
- A check-in facility is also part of the CISI app allowing students to mark themselves as "safe" during an incident or requesting assistance should they need it while traveling independently.

- Student medical and program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$100,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program and repatriation in cases of verified emergency beyond the students' control.

### **Transfers, Accommodation, Meals and Travel Pass**

- Transfer inbound: one-time group transfer by private bus between the airport in London (LHR) and AIFS, Dilke House London Study Center at a time to meet the group flight on the scheduled arrival date.
- Transfer by taxi on arrival between the London Study Center and the homestays.
- Accommodation in a twin-room shared homestay with a daily breakfast Monday to Friday and access to a self-catering kitchen for other meals. Students may have up to two loads of laundry a week. Please note washing machines are smaller in the UK so students should plan accordingly. (No meals are provided at the weekend.)
- Meals: A farewell dinner.
- Travel pass: An Oyster Card inclusive of zones 1 to 3 for unlimited use on the buses and underground trains for the duration of the program.

### **In-Country Student Support**

- An orientation program in London consisting of a meeting with experienced AIFS staff, covering topics such as general acclimation to London, safety and security issues, cultural differences, travel, money and cultural activities.
- Local area walking tour covering housing and classroom location and local amenities.
- Half-day sightseeing tour of London by private bus with the services of a professional guide.
- Team of experienced Student Services staff to ensure the smooth running of the program, providing information and advice to students, organizing excursions and supervising housing.
- 24-hour on-call service in London for the duration of the program.
- Access to the student computer lab located in the AIFS Student Center with free internet access and printing facilities.

### **Academic Support**

- One classroom available for three hours per day, Monday to Thursday. Exact times and dates to be decided between AIFS and the University ABC faculty members. Facilities available: flip chart, projector, laptop, white boards & pens, set up assistance, variety of room layout (classroom, boardroom, U-shape etc.)
- Introductory lecture on US/UK relations and the relationship of counties within the UK.
- Guest lecture on the EU Social Model and the National Health Service.
- Guest lecture from a representative of the British Association of Social Workers and Melissa Goodman.

- Guest lecture from Asif Sadiq and subject to availability, a visit to Wood Street Police Station.
- A presentation from the International Rescue Committee.
- National Coalition Building Institute Diversity workshop.
- Meeting with a Member of Parliament and Tour of the British Houses of Parliament.
- Visit to the Gurdwara Sri Guru Singh Sabha, Southall and the Southall Black Sisters.
- Visit to St Martins-in-the-Fields and a discussion on Anglican faith and their work in the community.
- Visit to the Museum of London Docklands including a Slavery talk, room hire and a guided visit of the Sugar & Slavery Gallery.
- Visit to the London Central Mosque with an introductory tour.
- Presentation or visit to a community project organization.
- Visit to the North London Synagogue.
- Visit to Bede House or a similar organization.
- Visit to Praxis or a similar organization.
- Visit to the Freud Museum and a guest lecture from Marianne Parsons.
- Visit to the Foundling Museum with a guided tour.
- Visit to St Christopher's Hospice with staff presentation and lunch – or similar organization.
- Visit to the Black Cultural Archives.

#### **Cultural Activities and Excursions**

- A full-day excursion to Nottinghamshire. Includes transport by private bus, entrances to the Southwell Workhouse with a tour plus a visit to the Child Migrants Trust in Nottingham for a presentation by staff if available.
- Standing ticket to a performance at Shakespeare's Globe Theatre (seated tickets for the faculty members).

## **Faculty Support**

- AIFS will provide the University ABC faculty member with accommodation in a one-bedroom self-catering WiFi enabled apartment from Sunday, May 26 until Monday, June 24. Linens included. If a second faculty member joins the program, AIFS will provide another one-bedroom apartment for the following dates (May 27 – June 23).
- Medical insurance for duration of program.
- Full participation on all activities and excursions scheduled on the itinerary, on the same basis as the students, including travel pass, transfers, entrances, sightseeing tours, etc.
- AIFS will provide the University of Texas, Austin faculty member with access to a shared faculty office.

## **What's Not Included?**

The student fee does not include the following items:

- × Round-trip airfare for students or faculty
- × Passport or visa fees if applicable
- × Meals other than those listed
- × Personal expenses
- × University ABC tuition or administrative fees
- × Textbooks
- × Additional fieldtrips and excursions to those listed
- × Anything not specified

## **Program Application Procedure and Billing**

We recommend the promotion of and initial receipt of deposits for this program as early as possible. The following dates apply to this program:

<b>Before 85 days from the program start date</b>	<b>85 days from the program start date</b>	<b>55 days from the start of program</b>
The University of Texas, Austin may cancel the program with no penalty.	<p>Application approval and deposit payment(s) due.</p> <p>AIFS will invoice The University of Texas, Austin or bill student participants for the balance of fees.</p> <p>Penalties apply to changed program bookings from this date.</p> <p>AIFS can accept applications after this date on a space available basis, but cannot guarantee program costs after this date.</p>	<p>Confirmation of numbers and full payment due.</p> <p>AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline.</p>
Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.		

AIFS offers an online application. The University ABC will be given the online application link that they can post on their own webpages or distribute to selected students. Once the students have started their application The University ABC will be able to view them on the AIFS coordinators portal and must accept or decline the application. If accepted AIFS will then email the student important documents, explain the next steps and send them access to the student portal.

There are also a variety of forms that needs to be completed for the application to be finalized. On the portal, each student will have a “Task List” and as they complete each step that item will be crossed off. Required items include, but are not limited to, passport copy, agreement and release form, digital photo, flight details (if not on an AIFS flight). AIFS program staff will also use the portal to post important program information such as insurance details, flight itineraries, pre-departure handbooks, program brochures, etc.

**Refund & Cancellation Policy**

Student withdraws on or before 85 days before the program start date	After 85 days but on or before 55 days before the program start date	After 55 days before the program start date	Once the program has begun	Because of covered medical reasons
<b>Student receives a refund of:</b>				
All fees paid less a processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.	All fees paid less the deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.	No refund, and the total program fee is due.	No refund, unless AIFS suspends the program.	All fees paid less a processing fee and insurance premium.

*Please note that any student who is academically withdrawn by his or her home institution after their application has been processed by AIFS is subject to the standard refund policy.*

It is understood that The University of Texas, Austin will not cancel the program if the necessary minimum number of participants have been enrolled by **85 days before the program start date**.

In the event of the U.S. State Department issuing a **Level 4** travel warning which advises U.S. Citizens not to travel to the UK, or if they are already in the UK, to leave, AIFS will:

- If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less a processing fee, insurance premium, and any costs incurred flying the student home.

**AMENDMENT, TERM, TERMINATION, AND RENEWAL**

The University ABC and American Institute for Foreign Studies (AIFS) agree to extend the length of the original Program Agreement, dated January 25, 2016 for an additional two years. This new agreement shall therefore expire on January 25, 2021. All terms from the original Program Agreement shall remain in effect during the extended period.

Termination by one institution shall be effected by giving the other institution at least ninety (90) days advance written notice of its intention to terminate, provided any students who have commenced at either university at the date of termination may complete their courses of study.

Addendum Extension Accepted by: \_\_\_\_\_  
On behalf of University ABC

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Addendum Extension Accepted by: \_\_\_\_\_  
On behalf of the American Institute for Foreign Study

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_





**Program Application Procedure and Billing**

We recommend the promotion of and initial receipt of deposits for this program as early as possible. The following dates apply to this program:

<b>Before Friday, March 1, 2019</b>	<b>Friday, March 1, 2019</b>	<b>Tuesday, April 2, 2019</b>
<p>The University of Texas, Austin may cancel the program with no penalty.</p>	<p>Application approval and \$450 deposit payment(s) due.</p> <p>AIFS will invoice The University of Texas, Austin or bill student participants for the balance of fees.</p> <p>Penalties apply to changed program bookings from this date.</p> <p>AIFS can accept applications after this date on a space available basis, but cannot guarantee program costs after this date.</p>	<p>Confirmation of numbers and full payment due.</p> <p>AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline.</p>
<p>Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.</p>		

AIFS offers an online application. The University ABC will be given the online application link that they can post on their own webpages or distribute to selected students. Once the students have started their application The University ABC will be able to view them on the AIFS coordinators portal and must accept or decline the application. If accepted AIFS will then email the student important documents, explain the next steps and send them access to the student portal.

There are also a variety of forms that needs to be completed for the application to be finalized. On the portal, each student will have a “Task List” and as they complete each step that item will be crossed off. Required items include, but are not limited to, passport copy, agreement and release form, digital photo, flight details (if not on an AIFS flight). AIFS program staff will also use the portal to post important program information such as insurance details, flight itineraries, pre-departure handbooks, program brochures, etc.

**Refund & Cancellation Policy**

Student withdraws on or before Friday, March 1, 2019	After Friday, March 1, 2019, but on or before Tuesday, April 2, 2019	After Tuesday, April 2, 2019	Once the program has begun	Because of covered medical reasons
<b>Student receives a refund of:</b>				
All fees paid less a \$150 processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.	All fees paid less the \$450 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.	No refund, and the total program fee is due.	No refund, unless AIFS suspends the program.	All fees paid less a \$150 processing fee and \$125 insurance premium.

*Please note that any student who is academically withdrawn by his or her home institution after their application has been processed by AIFS is subject to the standard refund policy.*

It is understood that The University of Texas, Austin will not cancel the program if the necessary minimum number of participants have been enrolled by **Friday, March 1, 2019**.

In the event of the U.S. State Department issuing a **Level 4** travel warning which advises U.S. Citizens not to travel to the UK, or if they are already in the UK, to leave, AIFS will:

- If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the students home. If students are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less a \$150 processing fee, \$125 insurance premium, and any costs incurred flying the student home.

**Acceptance of Addendum**

If you have any questions or wish to make any changes, please contact Charlie McLatchie who prepared the proposal for you: [cmclatchie@aifs.co.uk](mailto:cmclatchie@aifs.co.uk).

If you wish to accept this proposal, AIFS requires written acceptance by Friday, December 21, 2018 in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements.

Please return a copy of this document in its entirety by fax or scan and email to Sharman Hedayati, Director of Admissions, AIFS, Customized Faculty-Led Programs in Stamford, CT, at 203-399-5597, or [shedayati@aifs.com](mailto:shedayati@aifs.com).

Proposal Accepted by: \_\_\_\_\_  
On behalf of The University ABC

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
On behalf of the American Institute for Foreign Study

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_