

Elizabethtown College Department of Business
Prague Program Policies
THE FINE PRINT....NICE AND BIG

It is important to read both sides of this sheet thoroughly since it provides the Program's policy towards important issues such as refunds, unexpected price increases, insurance and other aspects of the Program. Students should talk with their parents concerning these policies. **By signing the Program Application (included in the Program Information Packet), student applicants are expressly acknowledging and agreeing to the program policies contained in this document.**

1. *Program Fee and Payment Instructions*

The program fee for 2015 is \$1,690. **THIS DOES NOT INCLUDE AIRFARE.** Accepted students must book airfare through the College Travel Agent in November. The airfare has ranged from \$US900-1100 in past years.

Payments for the program fee should be made to the College Cashier via check, charge or debit card. Be sure to indicate to the Cashier that this is a payment for the Prague program and obtain a receipt for your payment. \$500 is due by October 15th to reserve your seat. Airfare is due November 17th. The balance of the program fee (\$1,190) is due by December 14, 2014. **Failing to make a payment on time will jeopardize an accepted student's spot in the Program.**

2. *Travel Agent Documentation and Flight Information*

You will need to possess a valid passport, *not expired*, matches your full name, date of birth, passport number, special meal requests for international flights, such as; vegetarian or kosher, allergies to certain foods, etc.)

3. *Refund Policy*

Upon a request by an accepted student for a refund, the Program Director will use best efforts to fill the spot. If the spot is filled, a full refund will be made. **In the event that, after a reasonable time period, the spot is not filled, no refund can be made since the funds are already committed to various vendors based on the student's representation that he or she would be participating in the program.**

4. *Unexpected Price Increases*

Every effort is made to keep the Program fee at its current low price. However, due to the problems inherent in advanced financial forecasting regarding fuel prices (that affect airline rates) and currency fluctuation (that affects accommodations rates), one must always be prepared for the unlikely possibility that an additional fee will be required of the Program participants. The Director will make every effort to contain costs to keep the fee at the rate published in #1. However, the Program cannot guarantee the rate.

5. *Insurance*

The Program fee **does not** include various types of travel insurance. Students are strongly encouraged to check with their current health insurance carrier for coverage details regarding medical care abroad. **Students are also encouraged to obtain necessary insurance coverage through the International Student Identity Card (ISIC) program.**

- *Flight cancellation insurance*

In the event that you are unable to travel due to severe injury or illness, death in the family or other emergency, the airline tickets are non-refundable. This insurance policy reimburses you for the face amount of your ticket in such a case.

- *Luggage/Theft insurance*

This policy reimburses you for losses resulting from the airline losing or damaging your luggage or its contents. It also pays the insured in the event the luggage or its contents are stolen. Many homeowner insurance policies contain similar coverage, so check with your agent if you're not sure.

- *Medical/Emergency insurance*

You should be sure to check with your insurance company as to whether or not you can be reimbursed for medical expenses or emergency care while traveling abroad. The Czech health care system does not cover foreigners and therefore cash or credit card payments are expected by physicians, dentists, and hospitals for treatment. If your policy does not cover you, you may obtain insurance coverage at a reasonable fee through the ISIC Program (described earlier).

6. *Agreement to Repay*

In the event that your accidental or purposeful conduct results in the College expending funds on your behalf while here or abroad, **you expressly agree to repay the full amount to the College promptly after returning to the United States.** You also agree that any such liability shall automatically become a charge on the student's College account that must be paid prior to any further enrollment.

7. *Unexpected alteration of Program events and schedule*

Traveling abroad requires maximum flexibility in scheduling. While every effort is made to comply with the schedule outlined in the Program Information Packet, the Program cannot guarantee any particular event or time schedule. Therefore, the Program reserves the right to amend the Program agenda or activities in the Director's sole discretion without liability.

8. *General policy regarding student conduct.*

Students are expected to abide by the Elizabethtown College Code of Student Conduct and the College's Pledge of Integrity during the entire Program. Students committing violations of the Code of Conduct or the Pledge of Integrity while in Prague will be dealt with in accordance to the College's established judicial procedures. The Director reserves the right to remove any student committing any violation of the aforementioned policies at the Director's sole discretion.

I have read both sides of "The Fine Print." I understand the policies of the program and agree to abide by them.

Print Name: _____

Signature _____ Date: _____