Volunteer Abroad Cape Town, South Africa 2013 Cover letter

Please read and initial each box and sign at the bottom, acknowledging you understand and will complete the following requirements.

Minimum Eligibility*

Students must have completed at least 12 college credits with a GPA of 2.0 or better and be at least 18 years of age at time of departure. Participants, in addition to completing all application materials and paying their deposit (\$400), are required to provide <u>a letter of recommendation from an employer or professor, recommending you for participation</u> <u>in this program</u>. All applicants will receive an interview by Program Leaders before being accepted into the program. Interviews will be scheduled at the time of completion of all application materials.

*please speak with Mary Holmes or Virginia Watson if you do not meet minimum eligibility requirements.

Initial _____

Required application forms and materials: Mandatory Class Meetings and Trip dates All forms must be filled out completely and Participants are required to attend mandatory meetings. If you miss any meetings you may be dropped from the program. signed. • **Registration form Classes will meet** 6:00-8:50 pm on the following 5 Wednesdays: Code of Conduct form • February 6th and 20th Terms & Conditions form • March 6th and 13th Student Information & Release Form April 10th Student Conduct Release Form . Medical release form • Trip Dates Letter of Recommendation • Depart USA: March 15, 2013 **Passport (**valid through December 2013) • Return to USA: March 30, 2013 Initial _____ Initial

- <u>Payments</u>
- Program price: \$3096.19 (price subject to change)
- All payments must be in the form of a check or money order made out to **Fellowship Travel International**.
- A \$400 deposit is required to guarantee your space.
- Payment schedule:

Deposit of \$400 due at time of application. First payment of \$750 due October 30, 2012 Second payment of \$750 due December 3, 2012 Remaining balance due January 16, 2013

I understand and confirm that I have read and agree to the above information.

Print Name	Signature	Date
	FOR OFFICE USE ONLY	
RECEIVED BY	DATE	

Registration Form

A registration form must be completed for each participant.

Legal/Passport Name:	- <u></u>			
	First	Middle	Last	
Address:				
City/State/Zip:				
Home Phone:	Work:	Cell:	Email:	
Date of Birth:	Passport #:	Gender		
would like to roon	n with:			
Please check all o	options in which you v	vould like to participa	ate.	

<u>Main Tour</u>

Base Price: 3096.19 which includes \$708.29 Tax & Fuel

Pricing is per person. Taxes & fuel surcharges for airline tickets are subject to change until ticketed. The program is priced for a group of 15 participants & is subject to a cost increase should there be fewer participants. If participation drops below 15, the trip will be re-priced.

Payment & Cancellation Information	Main
 Deposit due with application 	\$400.00
 First Payment due October 30, 2012 	\$750.00
 Second payment due December 3, 2012 	\$750.00
 Final payment due January 16, 2013 	Remaining Balance

If cancellation is received & acknowledged by Jenny Burkholder, your FTI Account Manager, via email jburkholder@fellowship.com:

- Before December 3, 2012 Your \$400 deposit & any payments received are refundable, minus a \$100 administration fee.
- After December 3, 2012 The \$400 deposit is non-refundable, but any other payments, if made, are refundable.
- After January 16, 2013 All deposits & payments are non-refundable.

Payment Options: (A deposit of \$400 per person is required to guarantee your space.)

Please check one of the options below. Make all checks payable to Fellowship Travel International.

Attached is my check # _____ in the amount of \$____

I went to www.fellowship.com & charged \$______ on my credit card.
 Please use your group number (V54182) to specify you are with the Southwestern Africa trip.
 A 3% surcharge will apply & needs to be added to the amount you authorize. Ex.: To pay the \$400 deposit, you'd need to charge \$412.

Signature of Agreement:

By signing below, I verify that I am the individual traveling. I have read and agree to the terms and conditions of this agreement. I understand that additional payment may be required if taxes and fuel surcharges increase before the entire group is ticketed.

Signature:

Date:

Please sign & return a copy of this registration form with each payment. Retain a copy for your records. Fellowship Travel International, 10220 Timber Ridge Drive, Ashland, VA 23005 • (800) 235-9384

Your travel documents will be sent to directly to each passenger.



Terms & Conditions

Organization Name: Southwestern College Group Number: V54182 Agent: Jennifer Burkholder Date: May 30, 2012

Travel Documentation

Passports are required for all international travel. If you are not a US citizen, notify your agent, **Jennifer Burkholder**, to verify entry requirements.

Departure taxes are imposed by the local government. At the time this contract was written, no visa or departure taxes were required. You will be notified if any changes occur.

Insurance

Group Medical Travel insurance is included in the cost. See brochure for details.

Liability and Responsibility

Fellowship Travel International, Inc. serves only as an agent for ARC, IATAN, and other commercial air carriers and suppliers, and is not to be held responsible for any delays, defaults, cancellations, weather conditions, acts of terrorism, bankruptcy, or any other act that may affect the service or agreements of a particular carrier or supplier. The terms and conditions represented in this agreement are current with Fellowship Travel International's suppliers as of May 30, 2012. Should the terms and conditions of this contract change prior to completion of your trip, Fellowship Travel International will make every effort to notify you of such changes. However, the commercial air carriers set final terms and conditions and suppliers may or may not notify Fellowship Travel International of changes relevant to this agreement.

Baggage

One checked bag is suggested for international travel due to limited storage on coaches and for porterage.

Note: Airlines are in the process of changing baggage allowances. Updated requirements for South African Airlines can be found at www.flysaa.com. There may be a charge for a second piece of checked luggage as well as additional fees for porterage at airports and hotels. We suggest traveling as light as possible.

Ticket & Tour Document Delivery

Tickets and documents for group travel are generally sent out approximately 30 days prior to departure. Due to the high value of travel documents, we require that courier services obtain a signature upon delivery.

Currency Exchange Rates

Some ground services (including, but not limited to, hotels, meals, motor coaches, rail and/or ships) in your tour may be based on foreign currencies. These charges have been converted to US dollars for the purpose of providing you a US dollar rate at the time this contract was issued. Should a fluctuation of more than 3% in the exchange rate occur, we reserve the right to adjust the final price accordingly. You will be notified prior to the "master billing" (if we are invoicing the tour organizer for all passengers) or "individual billing" (if we are invoicing tour members directly).

Important Notes

Flight Re-Confirmation: The passenger is responsible for reconfirming all international flights directly with the airline at least 72 hours prior to returning to the USA. Check with the airline for specific requirements for reconfirmation of your flights.

Payments: All fares are quoted in United States Dollars (USD) and are payable by cash or approved check.

Payment Due Dates: Unless all payment deadlines are met, fares are subject to be changed, voided and all penalties imposed.

Ticketing: E- tickets (electronic tickets) will be issued according to airline requirements.

Taxes: Airline taxes are regulated by the federal government and/or the airlines and are subject to change until ticketed. Your group is responsible for tax & fuel surcharge increases prior to ticket issuance. (Airline taxes include international and federal taxes, security fees, and airport and flight segment fees.)



CODE OF CONDUCT

- While on expedition in Africa, you will be expected to abide by the authority of the leader, who represents the companies organizing your trip. Please remember that your conduct can have a positive or negative reflection on the organization with which you're traveling.
- Please obey the laws of the country you are visiting. In addition, we ask you to respect the individual customs and traditions of the country you visit.
- You need to be aware that you are entering a foreign culture that may be more conservative than your own. Your leader/guide will be available to direct you in what is appropriate behavior. If you, in spite of warnings, persist in breeching the acceptable standards of behavior that have been clearly communicated, we reserve the right to terminate your travel arrangements. The same applies if you willfully breach the laws of the land. If your stay is terminated early, you agree to be responsible for all expenses related to your return.
- We ask you to be sensitive to the fact that we have an ongoing relationship with the communities we serve. It is possible for the actions of a single volunteer to severely undermine community relations in a few brief moments that have taken years to develop. For this reason, we ask you to be sensitive and talk to your team leader when there is any doubt.
- Smoking, alcohol and foul language are not permitted. You are also expected to maintain appropriate standards of dress.
- You will be expected to participate fully in all aspects of the trip. This may, at times, include helping with daily chores such as cooking, washing up, vehicle cleaning and packing. Our guides will be responsible for meals but we may ask for your assistance in food preparation and shopping as bargaining in local markets and helping produce a meal can be great fun. The advantages of group travel are gained when the group works as one. Sharing responsibility for the duties as well as security of the vehicle, equipment and belongings will help make your trip as enjoyable as possible.
- Under no circumstances should you attempt to photograph government buildings, bridges, airports, police, military personnel and equipment or any government official, as this could result in your camera being confiscated. This applies especially at border posts. If in any doubt about whether or not to take a picture, please ask. It is also polite to ask before taking photographs of people, bearing in mind that they will often want something in exchange, e.g. a copy of the photo.

I agree to the above terms & code of conduct.

Name:	

Signature:	
- J	

Date: _____

Southwestern College Student Information & Release Form CAPE TOWN, SOUTH AFRICA VOLUNTEER ABROAD SPRING 2013

PERSONAL INFORMATION:

Name:			Social Security No	-
Last	First	Middle		
Address:				
Day Telephone: <u>(</u>)		E-Mail:	
Cell/Alternative Te	elephone: ()	SWC Student ID#	

AUTHORIZATION OF RELEASE OF INFORMATION:

I understand that the above information and information included in other components of my volunteer/study abroad application may be shared with individuals who play a role in ascertaining my eligibility in a Southwestern College volunteer/ study abroad program, and hereby authorize the release of this information to those members of the faculty, staff, and administration of Southwestern College, and to the cooperating affiliated study abroad providers and institutions, foreign and domestic.

Further, I understand that, upon becoming a participant in this program, I shall be subject to all rules, regulations, and requirements as to academic standards and policies, conduct, scholarship, and continuance at Southwestern College. I understand that Southwestern College reserves the right to require the withdrawal of a student on account of unsatisfactory academic work or behavior.

I understand and confirm that I am eligible for this program and possess a GPA of 2.0 or better, have completed a minimum of 12 college units, and am 18 years of age at time of application for this program. Any misrepresentation of my qualifications for this program is cause for termination of my participation in this program, and any costs accrued for such misrepresentation.

Signature of Student	:: Date:
	OFFICE ONLY
RECEIVED BY	DATE

STUDENT CONDUCT RELEASE FORM VOLUNTEER ABROAD PROGRAM TO CAPE TOWN, SOUTH AFRICA 2013 MARCH 15- MARCH 30, 2013

	tended more than one ation packet. Conduct	college or university. form will be forwarded to the Dean of Student Services. n of Student Services, and return completed form with your	
Name	M: JJI-	_ SWC ID No	
Address 0			
Dates of Attendance: From	to		
		ices at Southwestern College has my permission to any statements by said Dean in evaluating my activities	
Signature		Date	
We will be grateful for your comments, wh Has this student been subject to any discip	linary actions? Yes		
warning? Yes <u>No</u> If yes, please exp		, required to writidiaw, or given a reprintand or	
Is this student eligible to re-enroll at SWC?	'Yes No C	onditionally If no or conditionally, please explain.	
Any additional comments you may wish to	make regarding this	student.	
Thank you for taking time to			
complete this form and returning it	Signatu	re	
to: Carla Kirkwood Ph. D.		Please print)	
International Studies Office Room 651		Dean of Student Services	
Southwestern College Institution: Southwestern College			

Institution: Southwestern College

Phone: 619-482-6369

Phone: 619-482-6504

IPGlobal@swccd.edu

Medical Release Form Volunteer Abroad Program Cape Town, South Africa Spring 2013

To all students:

The Southwestern Community College District requires all students to discuss with their medical professional their ability to participate in the volunteer abroad program to Cape Town, South Africa spring 2013.

Talk to your healthcare provider regarding:

Chronic Illness Medications you will need Medical Treatment Abroad Any and all medical needs you may have

Work with your medical professional to come up with a plan to ensure your medical needs will be met during your time abroad.

The undersigned fully understands and agrees with the following:

I have consulted with a medical professional with regard to my personal medical needs and about the location(s) where the Program is to be offered. My medical professional agrees that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I am aware of all applicable personal medical needs, and I acknowledge that I am responsible for my medical needs, and have arranges with my medical professional to meet any and all needs while I participate in the Program.

Applicant's Name (print)

X______ Signature of Applicant

Date: _____

OTHER MATERIALS TO COMPLETE YOUR REGISTRATION

-Letter of Recommendation from an employer or professor, recommending you for participation in the South Africa Volunteer Abroad program.

-**Passport:** Your passport must be valid through December 2013. Please provide a photo copy of your passport with your registration forms.

If you do not have a passport, apply for one ASAP. Go to <u>www.travel.state.gov/passport</u> for more information on applying for a passport.