

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 **a letter of recommendation from an employer or professor, recommending you for participation in this program.** 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:

All forms must be filled out completely and signed.

- Registration form
- Code of Conduct form
- Terms & Conditions form
- Student Information & Release Form
- Student Conduct Release Form
- Medical release form
- Letter of Recommendation
- **Passport** (valid through December 2013)

Initial _____

Mandatory Class Meetings and Trip dates

Participants are required to attend mandatory meetings. If you miss any meetings you may be dropped from the program.

Classes will meet 6:00-8:50 pm on the following 5 Wednesdays:

- **February 6th and 20th**
- **March 6th and 13th**
- **April 10th**

Trip Dates

- **Depart USA: March 15, 2013**
- **Return to USA: March 30, 2013**

Initial _____

Payments

- 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 _____



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 portage.

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 portage 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 breaching 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: _____

Date: _____

VOLUNTEER ABROAD PROGRAM TO CAPE TOWN, SOUTH AFRICA 2013

MARCH 15- MARCH 30, 2013

TO THE VOLUNTEER ABROAD APPLICANT:

1. Please complete the top part of this form.
2. You may photocopy this form if you have attended more than one college or university.
3. SWC students: Return this form with registration packet. Conduct form will be forwarded to the Dean of Student Services.
Non SWC students: please submit this form to your college's Dean of Student Services, and return completed form with your registration packet.

Name _____ SWC ID No. _____
Last First Middle

Address _____ City, State _____ Zip code _____

Dates of Attendance: From _____ to _____

I hereby consent that Dean Mia McClellan, Dean of Student Services at Southwestern College has my permission to release said information and I hereby waive my right of access to any statements by said Dean in evaluating my activities and me.

Signature _____ Date _____

TO THE DEAN:

The student named above has applied to participate in the volunteer abroad program in Cape Town, South Africa. We will be grateful for your comments, which will be kept confidential.

Has this student been subject to any disciplinary actions? Yes ___ No ___ If yes, please explain.

Has this student been expelled, suspended, placed on probation, required to withdraw, or given a reprimand or warning? Yes ___ No ___ If yes, please explain.

Is this student eligible to re-enroll at SWC? Yes ___ No ___ Conditionally ___ 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 to: Carla Kirkwood Ph. D.
International Studies Office
Room 651
Southwestern College
Phone: 619-482-6504
IPGlobal@swccd.edu

Signature _____

Name (Please print) _____

Title: Dean of Student Services

Institution: Southwestern College

Phone: 619-482-6369

**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 arranged 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 www.travel.state.gov/passport for more information on applying for a passport.