

STUDENT CHECKLIST  
**Cape Town, South Africa BIS 2007**

**A) To Program Director** – Dr. Mirna Lattouf, UAS Bldg., Rm. 210 **Due: Friday, February 2, 2007**

The forms are available online at <http://www.asu.edu/ssc/abroad/summer/capetownbis.html>, see the link under the “Eligibility” section.

- 1) \_\_\_\_\_ Unofficial Transcript (available from the Registrar’s Office)
- 2) \_\_\_\_\_ Recommendation letter from a Non BIS faculty member attesting to student’s academic and personal maturity.
- 3) \_\_\_\_\_ Academic Status & Progress for Study Abroad Programs.
- 4) \_\_\_\_\_ Student Agreement, Student Waiver, Disciplinary Record Release and Proxy Forms, AIFS application forms (including internship form), résumé, and cover letter.
- 5) \_\_\_\_\_ Eight pictures approximately 1” X 1”. (Photos can be taken at Study Abroad for \$3.00; please write your name and the program name on the back of each photo)
- 6) \_\_\_\_\_ Copy of Medical Insurance Coverage (copy of current insurance card or policy)
- 7) \_\_\_\_\_ Photocopy of your passport if available. If you are in the process of applying for it, please let us know by what date you expect to receive it: \_\_\_\_\_
- 8) \_\_\_\_\_ Program Director signature: \_\_\_\_\_

Dr. Mirna Lattouf

Date

**B)** All students will be notified as to their status with the program by mid-February. If you are selected to participate in the program, you will receive further instructions at that time with regard to submitting your electronic study abroad program application and paying your \$450.00 program deposit. Online applications received without program deposit will not be considered officially as part of the program until payment is received.

**NOTE:** Please activate and start checking your ASU e-mail on a regular basis (if you are not doing so already). This is the e-mail address that we will use to communicate with you about the program.)

**C) To Cashiering Services**

- |          |               |   |
|----------|---------------|---|
| 1) _____ | Payment Dates | <b>Deposit \$450 (will be collected with electronic application submission)</b> |
|          |               | 1 <sup>st</sup> pmt      by February 19      \$925                              |
|          |               | 2 <sup>nd</sup> pmt      by March 5      \$925                                  |
|          |               | 3 <sup>rd</sup> pmt      by March 30      \$925                                 |

- 2) \_\_\_\_\_ Tuition      Due by April 25

**If you have not registered and paid for your courses by April 25, 2007 a late fee of \$50 will be assessed to your account.**

***Notice: The Program may allow for time which can be spent in non-Program activities. Participants may wish to travel, sightsee or participate in activities or events in which they have a personal interest. Please note that the participant is fully responsible for making arrangements and for all costs of transportation, lodging, food and additional expenses that may be associated with any non-Program activities.***

**CANCELLATION POLICY**

***All students withdrawing from a program must provide a written statement to their program director.***

- 1) The \$450 deposit is non-refundable.
- 2) Refunds, on payments made, will be issued until March 2, 2007.
- 3) Students whose written withdrawal statement is received after March 2 but prior to 30 days before the beginning of their program MAY be granted a partial refund.
- 4) No refund will be granted for students whose written withdrawal statement is received within 30 days of the beginning of their program.



To: Name \_\_\_\_\_ ASU ID# \_\_\_\_\_

From: School of Interdisciplinary Studies

Re: Academic Status & Progress

You have been granted permission to apply for the BIS Study Abroad program on a conditional basis to allow you to be processed and register for the program and courses. Prior to the last payment for the program, your DARS report must reflect that you have:

- maintained an ASU GPA of 2.0 or better.
- successfully completed BIS 301 and 302 with a C or better
- do not have any academic or personal issues that may hinder your participation
- provided evidence of mid-term passing for all courses which are in progress, such as a letter from each of your present faculty.

Classes taken this semester are:

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**Note**

Failure to meet the above mentioned requirements will result in administratively withdrawing the participating student from the program. Any financial costs incurred must be paid according to the contract stipulations.

Be advised, this is the only notification you will receive about your responsibility to verify your eligibility to enroll in the BIS Study Abroad Program. Grades and GPA will be checked as soon as they are formally posted at the completion of every semester. If you are not sure if you are eligible, check your DARS report at: <http://www.asu.edu/interactive>, speak to your faculty about progress in your present classes, and contact the staff of the Experiential Learning Office.

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Student signature—acknowledges receipt of this notification

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Date

**TEMPE CAMPUS**  
**University College**  
**School of Interdisciplinary Studies**  
*Bachelor of Interdisciplinary Studies*

PO Box 873801, TEMPE, AZ 85287-3801  
(480) 965-1970 FAX: (480) 727-6344

# ARIZONA STATE UNIVERSITY SUMMER SESSIONS

## 2007 STUDY PROGRAM

### STUDENT WAIVER

I have enrolled in the ASU Study Program, **Cape Town, South Africa BIS**, to be held **May 24 – July 7, 2007**. I understand this is a Study Program entailing class work. Associated travel will be arranged by Arizona State University, a travel agency, or myself; and that all transportation and services are subject to the laws of the countries visited. All prices are based on current tariffs and current exchange rates and are subject to confirmation and adjustment.

I agree to hold harmless the Arizona Board of Regents and Arizona State University, including its officers, agents, employees, representatives and successors, from any and all liability arising from my participation in the Program, including without limitation, any injury, loss, damage, accident, delay, irregularity, or expense arising from use of a vehicle or other services; arising from strikes, war, weather, quarantine, sickness, terrorists actions, government restrictions, or regulations; or arising from any act or omission of any ship, airline, railroad, sight-seeing, hotel, transport company in connection with the Student Study Program, or any self directed/planned activities/travel that I choose to undertake before, during, or after the program. I agree that the Arizona Board of Regents and Arizona State University shall be held harmless for any loss or damage to baggage or personal effects of the Study Program participants.

I understand that the ASU Office of Summer Sessions reserves the right, in its sole discretion to cancel or discontinue the Student Study Program Abroad (in which event refund of deposit may be made) or to make such alternations in the itinerary as is necessary or desirable.

I agree that I will; be fully responsible for my luggage and personal effects; provide the Program Director with all my personal travel arrangements while a member of the Program; and provide the Program Director with complete information if I make any accommodation changes.

I have reviewed and understand the most recent US State Department “Consular Information Report” and any other travel service reports regarding travel to the destinations of the program referenced above.

By signing below, I agree to the above conditions.

\_\_\_\_\_  
Student’s Name, PLEASE PRINT

\_\_\_\_\_  
Student’s I.D.#

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian if participant is under 18 years of age

# ARIZONA STATE UNIVERSITY SUMMER SESSIONS

## 2007 STUDY PROGRAM

### STUDENT AGREEMENT

I have enrolled in ASU Study Program, **Cape Town, South Africa BIS**, to be held **May 24 – July 7, 2007**. While attending this program I agree to conduct myself within the guidelines of the ASU Student Code of Conduct. I understand that the right of free speech and other USA rights/privileges most likely will not be appropriate in the foreign countries visited. I further understand that the laws, customs and mores of the countries to be visited could be more restrictive than those of the USA. I will do my best to understand and obey the laws and respect the custom of the visited countries. I agree that I will not make pro or con statements which could be construed as controversial. I agree that I will not become a curious spectator or bystander of any assembly of citizens of the visited country who are engaging in the discussion of or listening to political, labor or other controversial topics. I understand that a disregard of some laws or customs could result in my arrest and might jeopardize the remaining members of the program.

I understand that class and required study time will be equivalent to that of campus classes and that the grading of class work will be equal to that of campus classes. Unless there is an emergency, I will participate at all class sessions, called group meetings and planned group activities.

I also understand that the Program Director may terminate me from the Program if it is determined that my continued presence in the Program would be disruptive or an interference to the Program's continuation. In the event of termination from the Program (including if I stop attending classes), I will not be permitted to participate in any Program activity and I will no longer be entitled to any Program benefits; including travel, meals, and lodging. As appropriate, local authorities may be notified of my termination from the Program. I understand that I will not be entitled to any hearing regarding termination while abroad; that an appeal of such termination is through my Academic Dean at ASU of academic topics and the ASU Dean of Student Life for code of conduct topics; and that I also may be subject to action under the Code of Conduct procedures; and that I will not receive any refund for tuition or any associated Program costs.

By signing below, I hereby certify that I agree to the conditions above.

\_\_\_\_\_  
Please PRINT NAME

\_\_\_\_\_  
Student I.D.#

\_\_\_\_\_  
Participants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian if participant is under 18 years of age

**STUDENT PROXY, DISCIPLINARY CONDUCT RELEASE &  
PROGRAM CANCELLATION POLICY**

Name of Student (Last, First, Middle Initial):  _____	ASU ID Number:  _____	Date:  _____
Name of Study Program you are attending Cape Town, South Africa BIS		

**PROXY: TO REQUEST PROCESSING OF TRANSACTIONS**

Students unable to process transactions in person, via SunDial, or ASU Interactive may designate another person to process transactions on their behalf by proxy. In compliance with the federal Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment (synopsis available at <http://www.asu.edu/registrar/general/ferpa.html> ), the student must sign a release authorizing processing of transactions by proxy.

**The student (not the proxy) has the ultimate responsibility for complying with applicable requirements, policies, and deadlines, and for the timely payment of tuition and fees.**

I hereby authorize the person named below to serve as my proxy to process transactions at Arizona State University. My proxy may have access to any and all of my records that they request for the purpose of processing transactions. I understand that I am responsible for any decisions made by my proxy on my behalf. I also understand that I remain responsible for complying with all applicable requirements, policies, deadlines, and for the timely payment of tuition and fees, etc.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Carol Switzer, Director of Summer Sessions**

\_\_\_\_\_  
Name of Proxy

\_\_\_\_\_  
Proxy Signature (student, please leave blank)

\_\_\_\_\_  
Date

**DISCIPLINARY CONDUCT RELEASE**

**By presenting a signed and dated copy of this application to Arizona State University "ASU", Student consents to the release by ASU of Disciplinary Records to the Summer Session Office for confirmation of disciplinary standing. The Student further agrees that ASU may discuss the information contained in the Records with the Summer Sessions Office. This Consent applies to educational records that may otherwise be protected under the Family Educational Rights and Privacy Acts of 1974, as amended, 20 U.S.C. 1232g.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PROGRAM CANCELLATION POLICY**

All students withdrawing from a program **MUST** provide a written statement to their program director.

1. The \$450 deposit is non-refundable.
2. Refunds, on payments made, will be issued until March 2, 2007.
3. Students whose written withdrawal statement is received after March 2 but prior to 30 days before the beginning of their program **MAY** be granted a partial refund.
4. No refund will be granted for students whose written withdrawal statement is received within 30 days of the beginning of the program.

I attest that I have read the above and that I understand and will abide by the cancellation policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Arizona State University  
Cape Town, South Africa Program  
Summer 2007**

**Application Procedure**

1. Complete the AIFS application form, securing the signature of your university's study abroad program coordinator and thus signifying your eligibility to apply.
2. Attach a photocopy of the information page of your passport (the page with your picture). If you do not yet have a passport, please apply for one immediately, and mail a copy once you have received it.
3. Give the completed application form to the contact person at your school: Dr. Mirna Lattouf, Interdisciplinary Studies Program, Arizona State University, UAS Building, Room 210, Tempe, AZ 85287-3801, Telephone: (480) 965-1970, E-mail: mirna.lattouf@asu.edu
4. Payment should be made directly to Arizona State University.

**The AIFS program fee based on an enrollment of 12-14 participants is \$2,915.00, and on 15 or more participants is 2,745.00. Both include the following:**

- ⇒ Housing in multi-bedded dorm-style rooms;
- ⇒ orientation program consisting of a welcome packet with information and maps on Cape Town, and a half-day guided sightseeing tour of Cape Town by private coach including a visit to the District Six Museum;
- ⇒ access to the library and computer lab at the University of Cape Town including use of the campus shuttle service;
- ⇒ unpaid volunteer placements arranged by AIFS. *Students will need to complete at least 125 hours. Volunteer placements will be arranged in consultation with the ASU faculty member in advance of the program.*
- ⇒ full-day guided excursion to the Cape of Good Hope by private coach;
- ⇒ full-day guided excursion to Stellenbosch wine lands by private coach including a tour of a winery with tasting;
- ⇒ guided visit by boat to Robben Island with a tour of the prison museum;
- ⇒ a visit to Table Mountain by cable car;
- ⇒ guided tour of Parliament;
- ⇒ an overnight safari to the Garden Route Game Reserve including dinner, bed-and-breakfast, one game drive, a visit to the reptile park and the Cheetah breeding program;
- ⇒ local AIFS staff assistance in Cape Town;
- ⇒ medical and program fee refund insurance policies;
- ⇒ \$50 non-refundable application fee.

**The program fee does not include the following:**

- ⇒ optional transportation package consisting of round-trip transatlantic airfare from Phoenix to London, London to Cape Town, Cape Town to Phoenix, overnight accommodations in London on Friday, May 25 plus a meeting with AIFS staff, and round-trip airport transfers between the airport and program sites on specified date(s) for \$1,650;
- ⇒ mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$430 (subject to change);
- ⇒ \$125 refundable damage deposit;
- ⇒ tuition fees to your university;
- ⇒ textbooks;
- ⇒ meals not listed above;
- ⇒ passport and visa fees if applicable;
- ⇒ additional field trips or excursions required by your instructors;
- ⇒ personal expenses such as laundry;
- ⇒ optional personal effects coverage and medical insurance upgrade.

\* AIFS offers round-trip transportation from Phoenix to London, London to Cape Town, and from Cape Town to Phoenix including an overnight stay in London on Friday, May 25, at a cost of \$1,650.00 excluding mandatory U.S. government and airline-imposed departure taxes, fees and fuel surcharges of \$430.00 (subject to change) for which you will be billed separately. Please mark your application form if you wish to purchase the flight, and you will be billed accordingly.

## PAYMENT SCHEDULE FOR AIFS FEES

<u>12-14 Participants</u>	<u>Fee</u>	<u>Deadline</u>	<u>15 + Participants</u>	<u>Fee</u>	<u>Deadline</u>
Enrollment Deposit	\$450.00	March 9, 2007	Enrollment Deposit	\$450.00	March 9, 2007
Balance of Fees	<u>\$2,465.00</u>	April 4, 2007	Balance of Fees	<u>\$2,295.00</u>	April 4, 2007
Sub-total	\$2,915.00		Sub-total	2,745.00	
Damage Deposit (Mandatory/ Refundable)	<u>\$125.00</u>	April 4, 2007	Damage Deposit (Mandatory/ Refundable)	<u>\$125.00</u>	April 4, 2007
Total	\$3,040.00	April 4, 2007	Total	2,870.00	April 4, 2007

<u>Optional</u>	<u>Fee</u>	<u>Deadline</u>
Airfare	\$1,650.00	April 4, 2007
Taxes/Fees (subject to change)	\$430.00	April 4, 2007
Personal Effects Coverage	\$90.00	April 4, 2007
Medical Insurance Upgrade	\$65.00	April 4, 2007

**Please note the invoiced balance will be based on the final enrollment.**

All payments should be made directly to Arizona State University.

## AIFS TRANSPORTATION PACKAGE

Participants have the option of purchasing a round-trip ticket for the flight arranged through AIFS. Participants choosing this option should note the following restrictions: Tickets purchased from AIFS are exclusively on scheduled airlines (not charters). They are not endorsable to another carrier. Flights are not necessarily direct or non-stop, they cannot be rerouted, and frequent flyer miles are not applicable. The AIFS Transportation Package includes round-trip ground transportation from the airport in South Africa to your accommodations on the regularly scheduled program dates. AIFS will book flights only on the dates indicated on this application.

Participants wishing to purchase the Transportation Package must notify AIFS in writing by Friday, March 9, 2007. Participants wishing to cancel from the flight must notify AIFS in writing by Wednesday, April 4, 2007. Cancellation penalties will apply. Tickets are non-refundable after this date.

**AIFS Airfare Regulations:** Return must be to original U.S. departure city. Tickets are subject to airline availability. No refunds are available for any unused portion of ticket. Stopovers are not permitted. Once in South Africa participants may be able to change their return date, but only if that date is available and in the same class of service in which the ticket was booked. Only the ticketing agent can provide this information. Participants are subject to agency and airline-imposed change fees and space availability. Group round-trip ground transportation to and from the airport in South Africa is on the regularly scheduled program dates only.

AIFS cannot guarantee that all passengers will be booked on the same flight.

***AIFS will not make your flight arrangements for you unless you clearly indicate your travel preferences on your application.***

## PROGRAM DATES

### Summer 2007

Thursday, May 24, 2007	AIFS flight departs U.S. for London.
Friday, May 25, 2007	Arrive in London. Transfer to your accommodations. <i>(Note: Students taking the AIFS flight will be provided with overnight hotel accommodations as part of the transportation package).</i>
Saturday, May 26, 2007	Depart London for Cape Town, South Africa.
Sunday, May 27, 2007	Arrive in Cape Town.
Saturday, July 7, 2007	End of program. AIFS flight departs Cape Town for the U.S.

# Agreement and Release Form

I, the undersigned, (and my parents or guardian if I am a minor), an Applicant for an overseas study program of the American Institute For Foreign Study, Inc. (the "Institute"), acknowledge that I have read and accept the terms and conditions set forth in the AIFS application/brochure, which are incorporated in this agreement. This agreement is a legally binding contract. I acknowledge and accept the terms of the refund policy as outlined below:

If a participant withdraws in writing

On or before April 4, 2007

After April 4, 2007, but on or before May 11, 2007

After May 11, 2007

She/he receives

All fees paid less \$250 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

All fees paid less \$450 plus any non-refundable deposits paid either by the student or by AIFS on the student's behalf.

No refund, and student is responsible for entire program fee.

All requests for refund must be made in writing, signed, and addressed or faxed to: **Registrar, AIFS, Partnership Programs, College Division, River Plaza, 9 West Broad Street, Stamford, CT 06902; fax number (203) 399-5597. Unsigned withdrawal statements will not be processed.**

I unconditionally release the Institute from any claims for damage, injury, loss, or expense of any nature resulting from events beyond its control, including without limitation: Acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulations. This release also applies to any losses arising from the use of any vehicle or from the selection of, or from any act or omission by any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service/organizer, hotel service, hotel, restaurant, school, university/college, or other firm, agency, company or individual, unless the loss is caused by the gross negligence of the Institute.

I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that the Institute cannot provide supervision or support during periods of independent travel.

I agree that if I become ill or incapacitated, the Institute or its emergency assistance company may take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me to the United States. I release the Institute from any liability relating to this medical care. I also authorize the Institute to take whatever action it deems to be necessary and in my best interest (including transporting me out of the host country or back to the United States, at my own, or my parents' expense) in the event of political unrest or any other unforeseen event or condition. If the Institute incurs any expense on my behalf I (and my parents) agree to make immediate repayment upon my return. \*

I will comply with the Institute's rules, standards and instructions, and understand that failure to do so may result in being sent home at my (or my parents') expense, with no refund. I understand that my participation may be terminated if I am expelled from school or otherwise disciplined by school or civil authorities, or if the Institute, in its sole discretion, determines that my conduct is incompatible with the interests, harmony, comfort or welfare of the other students. I (and my parents) agree to indemnify the Institute if I do anything that causes the Institute to sustain financial loss or liability.

I understand that the Institute provides insurance coverage for my benefit while in the program, including limited health, accident, accidental death, personal effects and tuition refund insurance. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that the Institute is not responsible for any uninsured losses.

I understand that the Institute reserves the right to make changes, cancellations or substitutions in cases of changed conditions or emergency, or based upon the interest of the group. I understand if I am terminated from the program, there will be no refund of AIFS fees.

I understand that obtaining a passport and any other required travel documents is my sole responsibility. I agree to hold the Institute harmless in the event that I am unable to obtain the necessary documents for participation in the program and to indemnify the Institute for any costs to it that result from my failure to obtain the required documentation.

I understand that from time to time the Institute's publicity material may include statements by its participants and/or their photographs, and I consent to such use of my comments and photographic likeness.

This agreement will be effective when my application is accepted by the Institute and shall be governed by the laws of the State of Connecticut. This agreement cannot be modified except in writing by the Institute.

I agree that any dispute with the Institute that is not settled informally will be submitted to binding arbitration, to be conducted in substantial accordance with the rules of the American Arbitration Association. The location of the arbitration and identity of the arbitrator will be decided by mutual agreement, with the costs to be shared equally between the parties, and the decision of the arbitrator shall be final. By signing this agreement, I understand that I am giving up my right to have any claim against the Institute decided in Court before a judge or jury.

References in this agreement to "the Institute" shall include the American Institute For Foreign Study, Inc., and all of its agents, employees, affiliated companies, campus directors, chaperones, group leaders, teachers, host school and school officials. All references to "parents" of the applicant shall include the legal guardian or other adult who is responsible for, and authorized by law or court order to make legal decisions and to enter into binding contracts on behalf of the applicant.

If I am using financial aid to pay for all or part of my AIFS program fees, and if that aid is canceled or reduced by my institution or lending agency after I have embarked on the AIFS program, I am immediately responsible for full payment of all fees. Failure to make payment will result in my administrative withdrawal from the program.

Signature of Applicant

Date

I certify that I am the parent or legal guardian of the Applicant, and that I have read the foregoing Agreement and Release (including such parts as may subject me to personal financial responsibility), and hereby waive any claim that I might have against the Institute or its agents (as set forth above), both in my own behalf and in my capacity as legal representative of the Applicant, any claim arising from the Applicant's participation in the program.

Signature of Parent/Guardian if Applicant is under 18 years of age

Date

\*A special substitute paragraph is available to members of the Christian Science faith.



American Institute For Foreign Study  
Arizona State University  
Cape Town, South Africa Program  
Summer 2007

**PHOTOS**  
Please attach 4 2" X 2" head  
shot photographs with your  
name on the back of each.  
Please do not send  
photocopies. They must be  
actual photographs.

Instructions:

1. Please type or print in black ink.
2. Provide proper payment information in Section C and, if enclosing a check, make it payable to the "American Institute For Foreign Study."
3. Be sure you have read the payment schedule and refund policy set forth in this application.
4. Be sure to read and sign the Agreement and Release on the opposite side.
5. If your mailing address includes a P.O. Box or Route box number, please be sure to give a street address where you can receive shipments/packages.
6. Attach a copy of the information page of your passport, or mail when received.

**PART A - PERSONAL DATA**

Name \_\_\_\_\_  Male  Female Telephone # (\_\_\_\_\_) \_\_\_\_\_  
(first and last names as they will appear on your passport)

Home Address \_\_\_\_\_  
(Permanent) Number Street City State ZIP

E-Mail Address \_\_\_\_\_ Cell phone (\_\_\_\_\_) \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Citizen of \_\_\_\_\_  
mm/dd/yy

Emergency contact while abroad \_\_\_\_\_ Emergency phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Emergency E-Mail Address \_\_\_\_\_ Relationship \_\_\_\_\_

**PART B - REGISTRATION INFORMATION**

The AIFS program fee excluding airfare based on an enrollment of 12-14 participants is \$2,915, and on 15 or more participants is \$2,745. Please note that the program fee does not include a \$125 refundable damage deposit that is due by the final payment deadline.

Please select the program options that apply to your enrollment.

**Optional Program Components:**

1. Do you wish to purchase the AIFS Transportation Package? Please note your departure city and travel dates.  Yes  No  
Departure City: Phoenix \$1,650, taxes/fees/fuel surcharges \$430\*  
Departure Date: Thursday, May 24, 2007  
Scheduled Return: Saturday, July 7, 2007
2. Insurance: Do you wish to purchase either of the following options:  Medical Upgrade Upgrade - \$65  
 Personal Effects Coverage - \$90

\*airline taxes, fees and fuel surcharges subject to change

**PART C - PAYMENT OPTIONS**

Deposit amount due is \$450. Your payment must accompany this application. Applications received without payment will not be processed. Return this form and payment to your university's program coordinator.

**PART D - ACADEMIC APPROVAL**

Signature of your university's program coordinator certifying your eligibility to apply: \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## PART E - HEALTH AND HOUSING INFORMATION

Please complete the following questionnaire carefully. Your housing assignment will be made based on the information that you provide. All requests are taken into consideration.

Name \_\_\_\_\_ School \_\_\_\_\_ Term \_\_\_\_\_

### SHARED ACCOMMODATIONS

Please note that specific housing preferences cannot be guaranteed.

Please note that single rooms are very limited and are allocated according to special needs, e.g. medical, age-related

Do you smoke?  Yes  No Do you object to a roommate who smokes?  Yes  No

What time do you get up in the morning? \_\_\_\_\_ What time do you normally go to bed? \_\_\_\_\_

Do you consider yourself a quiet person?  Yes  No Where do you prefer to study?  room  library  elsewhere

Are you receiving any special medical treatment?  Yes  No If yes, specify: \_\_\_\_\_

Do you have any physical condition which prevents you from climbing stairs? If yes, specify: \_\_\_\_\_

Roommate preference (if known) (1) \_\_\_\_\_ (2) \_\_\_\_\_

Do you have any special reason for requesting a single room? If so, please specify: \_\_\_\_\_

Do you like to cook your own meals?  often  occasionally  never

What type of music do you prefer? \_\_\_\_\_ Do you normally listen to music in your room?  Yes  No

Are there any hobbies or interests you would like to pursue while in Cape Town? \_\_\_\_\_

## PART F - ADDITIONAL INFORMATION

Studying in another country requires considerable adaptability. This is part of both the challenge and the reward. Your willingness to answer these questions will assist the AIFS staff in providing you with a housing situation that is most likely to meet your needs. Please note that specific requests cannot be guaranteed.

Do you have any special dietary needs? \* If yes, please describe \_\_\_\_\_

Do you consider yourself a conservative or liberal person?  Conservative  Liberal

Do you have any allergies or chronic ailments?  Yes  No If yes, please describe \_\_\_\_\_

Are you presently under treatment for any mental or emotional matters?  Yes  No If yes, please describe \_\_\_\_\_

Are you presently taking any prescription medication on a regular basis?  Yes  No If yes, please list and state purpose \_\_\_\_\_

Studying abroad requires a great deal of physical mobility. Do you feel you are able to perform the essential functions of studying abroad with or without any special requirements? \* If you do have special requirements, describe the requirement you would need and how this would enable you to participate.

AIFS cannot guarantee to accommodate special requirements and requests.



## ARIZONA STATE UNIVERSITY - CAPE TOWN SUMMER 2007

The School of Interdisciplinary Studies at Arizona State University, in partnership with the American Institute for Foreign Study, is offering students the opportunity to take a 6-week Cape Town, South Africa study abroad programme. This is a chance for students to gain practical service learning / volunteering experience in a foreign country whilst gaining academic credit and enjoying a variety of cultural visits.

Cape Town dates - 27<sup>th</sup> May until 7<sup>th</sup> July 2007

On arrival, AIFS staff will conduct an orientation session which will cover living in Cape Town, transport, safety and security, cultural differences, things to do and a placement meeting.

Housing in Cape Town is in multi-bedded (no more than 4 students per room with shared living space) rooms in a lodge in the Observatory area of Cape Town. Observatory is a vibrant student area, close to the University of Cape Town, where your classes will take place.

### Programme Schedule

Monday - Class and academic visits with your ASU faculty member

Tuesday - Full day in placement

Wednesday - Full day in placement

Thursday - Full day in placement

Friday - Either a free day or an AIFS daytrip

Cultural Events - The programme includes a guided sightseeing tour of Cape Town, a full-day guided excursion to the Cape of Good Hope national park and a full-day guided excursion to Stellenbosch with a visit to a winery for a tour and wine tasting. ASU students will also visit the Robben Island prison museum (home for many years to Nelson Mandela), Table Mountain and the South African Parliament.

Overnight Safari at the Garden Route Game Reserve: This is a private game reserve situated in the Fynbos Garden Route and is a home to the "Big Five" - lion, leopard, elephant, buffalo and rhinoceros. Other species also to be found at the game lodge are antelope, crocodile, giraffe and many more. Highly qualified conservationists will introduce abundant flora and fauna in an environment where conservation practices are paramount to create a balanced and sustainable Eco-system. The excursion includes dinner, bed and breakfast, one game drive, a visit to the reptile park and the cheetah breeding programme.

## **SERVICE LEARNING PLACEMENTS**

It is our intention is to provide a service-learning program which;

- Complements classroom learning with practical experience.
- Develops personal skills and strengths that will assist in opening future job opportunities.
- Builds a competitive résumé.
- Integrates local community service with academic study.

Placements in Cape Town will focus on charities, non-governmental organisations, community based work and education. This will not be a high powered, corporate style placement programme but will, we are sure, prove to be life changing as well as resume enhancing.

There are undoubtedly many advantages to be gained from participating in a program such as this, however students should bear in mind a number of considerations before embarking on this program.

- A service learning experience is a significant time commitment, you will work Tuesdays, Wednesdays and Thursdays for 6 weeks. (125 hours total).
- Service learning / volunteering placements such as these will most likely be very different from anything you have done in the past. Bring an open mind and some enthusiasm.

## **AIFS**

- AIFS are responsible for setting up the placement opportunities, however students need to be aware that placements cannot be guaranteed ahead of time. If a particular placement falls through AIFS will arrange an alternate one.
- Students must accept a placement within the first week of the programme in order to fulfil their academic requirements.
- Where possible AIFS will arrange group placements for this program with approximately 3 to 4 students at each venue.
- All placements are unpaid.
- Placements will differ widely depending on their focus. Therefore you should not compare your placement with that of other students as each will vary.

Placements are designed to meet the needs of local communities and help build a network of social responsibility. This service-learning program offers students a unique academic program whilst participating in cultural visits to local community theatre, music, and dance productions, museums, and day trips.

Service learning in a local South African community will be a physical and emotional challenge unlike anything students have undertaken before. Students will require patience, understanding, compassion and a good sense of humour.

Service placements are made based on the interests, goals, and needs of the community, and the skills and experience of the student.

### ***Responsibilities AIFS has to Students***

- AIFS shall provide suggestions to help students complete their application.
- An AIFS staff member will visit ASU in March 2007 to meet applicants and discuss placement ideas.
- Prior to the student's arrival in Cape Town AIFS shall endeavor to provide students with any information they require in relation to the placement and to answer any queries students may have.
- AIFS are responsible for setting up initial interviews / meetings for students.
- AIFS staff will be available by e-mail before the program and an AIFS staff member will be on hand throughout the program to assist ASU students and to discuss any concerns they have regarding their placements.

### ***Responsibilities the Student has to the Placement***

- To be punctual and dependable.
- To follow the instructions and guidelines of the particular placement.
- To inform the placement in advance if you are unable to attend.
- To maintain an open attitude that encourages a learning environment.

### ***Responsibilities the Student has to AIFS***

- To communicate promptly with AIFS Coordinator if student placement requires attention.
- To behave responsibly as a representative of ASU and AIFS.

## ***How To Apply For A Placement***

Students are required to email their cover letters and resumes to Tracy Dicks at [tdicks@aifs.co.uk](mailto:tdicks@aifs.co.uk) by the deadline date listed on the AIFS Cape Town Service Learning Application Form - 5 February 2007. Any application received after this date cannot be guaranteed.

AIFS staff will use your cover letter and resume to learn more about you and to help them to place you at a suitable project in Cape Town. Where possible placements will begin on Tuesday 29<sup>th</sup>. AIFS will send details of provisional placements to the ASU Cape Town programme faculty in advance of your final pre-departure meeting. Full details of your placement (i.e. maps and contact details) will be given to you at the orientation meeting on the day after your arrival in Cape Town.

Listed below are some areas for volunteering and some information on possible service learning projects / opportunities in Cape Town. Please review these before completing the application form and submitting this with your letter to AIFS. Please specify which type of service-learning placement you would prefer:

1. Creative Arts
2. Social / Care Giving / Health
3. Environment / Sustainable Living
4. Education and Youth Development

### **Creative Arts**

Training and supplying local community with the means to create crafts and art for sales to tourists is fundamental to development. This type of placement allows students to educate by using the power of the arts and channelling energies into positive projects.

**Beth Uriel**

(<http://www.bethuriel.co.za/>)

Youth Support, mentoring, education and guidance using a creative outlet of arts, crafts, photography, marketing & business. They also run the Me Kasi Project coordinating youth development & social work. Mentoring youths helping to develop and implement life skills through a program of special activities and a daily curriculum. Education programs focus on crime, HIV, personal development. There is also a Café and arts centre managed and run by the youths with the help & guidance of project coordinators.

### **Community Arts Project**

Working with the local community on local projects to detract youth from crime and improve quality of life.

### **Social / Care Giving / Health**

The apartheid years have left social structure and the medical professions under huge pressures. As a result malnutrition, depression, AIDS/HIV and TB are issues which many local NGOs are trying to address. There are a range of volunteer options for placements in social and health work such as;

### **Amy Biehl Foundation**

The current programs facilitated by the ABF are after school care programs, sports development, music teaching, HIV/AIDS peer education, environment, creative arts and youth reading role models.

<http://www.amybiehl.org/>

There are a variety of different projects to choose from. Service learning volunteers may be assigned to one or more tasks within the foundation. Potential roles include:

## ***AIFS***

- 1) Fundraising - Proposal & grant writing, presentation development, and events management.
- 2) Implementing existing programs - Tutoring, teaching, coaching or building.
- 3) Program development - Assisting in the development of new programs.

### **SOS Children's Villages Cape Town**

Runs villages for disadvantaged children from township communities. Cares for orphaned and abandoned children in purpose built villages, providing schooling, clinics and education.

### **AIDS Action group**

Care giving organisation for people and families living with the virus.

### **Ocean View Development Trust**

(<http://www.geocities.com/ovdtza/>)

Runs a range of development projects for the local community. Addresses the housing needs of townships, the HIV pandemic, and other social health problems exacerbated by overcrowding and housing shortages.

### **Valley Development Project**

Runs a range of development projects for the local community. HIV program, Early learning, pre school, Township Family home visits & support, education, social work, high school student support and a Holiday club. Working with the Masiphumelele and Ocean View Townships.

### **Fish Hoek Kommetjie Noordhoek Welfare Association**

Runs a variety of social and community development programs.

### **Living Hope**

Runs a variety of social and community development programs.

## **Environment & Sustainable Living**

South Africa is home to a wonderful and diverse plant and animal kingdom. This type of placement allows students to educate and physically improve the local surroundings, promoting a sense of pride in the community and the understanding of the environment.

### **Rondevlei Nature Reserve**

(<http://www.rondevlei.co.za/>)

Coordinate the daily operation and maintenance of the nature reserve, by being involved in a variety of projects including habitat management, wildlife research and many other tasks.

### **Eco Africa**

(<http://www.ecoafrika.co.za/>)

Involvement in Eco tourism and environmental projects.

### **Environmental Justice Networking Forum**

## ***AIFS***

([www.ejnf.org.za/new\\_page\\_1.htm](http://www.ejnf.org.za/new_page_1.htm))

Assisting local communities and NGO's with local Environmental campaigns. Facilitating task teams for different projects.

## **Kommetjie Environmental Awareness Group**

(<http://www.keag.org.za/>)

Hands on environmental group clearing alien vegetation and actively protecting wildlife.

## **The Fairest Cape Association**

(<http://www.fairestcape.co.za/>)

Recycling and environmental projects, involved with schools and the local communities.

## **Education & Youth Development**

The legacy of apartheid left an imbalance in education, teachers are poorly trained, and the pass rates remain low. Areas of specific need are early childhood development, HIV-AIDS awareness programmes in schools, youth development through sport, basic adult education and training. This type of placement allows students to educate in a classroom and in a social setting, helping to shape people's lives.

## **Amy Biehl Foundation**

(<http://www.amybiehl.org/>)

There are a variety of different projects to choose from. Service learning volunteers may be assigned to one or more tasks within the foundation. Potential roles include:

### **AIDS Education unit**

Educational and awareness program aimed at the local community and youths concerning the HIV/AIDS pandemic.

### **Coordinated Action with Street People**

Working to alleviate the plight of street children, youth adults and families.

### **Cape Town City Mission**

(<http://www.citymission.org.za/>)

A well established organisation offering various facilities for children, youth and adults, including a community care centre, Educare centre, Baby care, Aged Exchange, and an Adult survivors unit.



**AMERICAN INSTITUTE FOR FOREIGN STUDY**  
**ARIZONA STATE UNIVERSITY**  
**CAPE TOWN PLACEMENT FORM**  
**SUMMER 2007**

**PERSONAL DETAILS**

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

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**N.B. Please include your email address (the one you check most frequently) as this allows us to answer any questions you may have regarding your placement prior to your arrival in Cape Town. Please write clearly. All applications should be submitted via email to [tdicks@aifs.co.uk](mailto:tdicks@aifs.co.uk) (with cover letter and resume attached). The closing date for applications is Monday February 5<sup>th</sup> 2007. Unfortunately applications received after this date cannot be guaranteed. Placement days have been assigned (Tuesdays, Wednesdays and Thursdays). Students must complete a minimum of 125 hours at their placement.**

**ACADEMIC INFORMATION**

Major: \_\_\_\_\_

Standing: \_\_\_\_\_

Anticipated graduation date: \_\_\_\_\_

**PLACEMENT INFORMATION**

What kind of placement are you interested in and why? We ask you to list three choices in order of preference as your first choice may not be available.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you have any experience in your chosen field?  
 (If not, what skills do you have that can be applied to this area)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If we are unable to arrange something for you in this field, would you be willing to try another area of work and what would it be?

\_\_\_\_\_

Do you intend to take the AIFS transportation package?

\_\_\_\_\_

**Applications (with cover letter and resume attached) need to be sent via email to [tdicks@aifs.co.uk](mailto:tdicks@aifs.co.uk). The closing date for receipt of applications is Monday February 5<sup>th</sup> 2007.**





## AMERICAN INSTITUTE FOR FOREIGN STUDY

### GUIDELINES FOR WRITING COVER LETTERS

Cover letters are an ideal opportunity for you to give prospective placements a little insight into the real you. Intelligent and focused writing is the key to producing a cover letter that stands out from the crowd. Cover letters should have an opening paragraph, three or four paragraphs that build the reader's interest, and a closing paragraph. Sometimes it is difficult to know how to write a cover letter that is effective and professional. We hope that the following will make the process a little easier!

- **Beginning** - begin your letter with Dear Employer - it sounds confident and will stand out.
- **Introduction** - name, institution you are studying at and subject you are studying.
- **Objectives and expectations** - why you have chosen to study abroad, what you are hoping to learn/achieve.
- **Previous experience** - experience you have and how that can be applied to your placement in London.
- **Interests** - what you like to do in your free time and what you are looking forward to doing in London.
- **Closing paragraph** - thanking the prospective placement for taking the time to read your letter.

Remember to stick to one page in length. When you finish your one-page masterpiece, give it to a couple of friends and ask for their first impressions and overall opinion.

**SAMPLE RESUME: Amreen Kauser 12, West Street Manchester, UK M14 4RT  
amreen@mannot.co.uk**

### **Objective**

My time in South America has caused me to rethink career goals. I am keen to work in the charity sector, particularly for an organization that promotes the welfare of children. My aim is to use design and communication skills to raise awareness of issues in the developing world.

### **Key Skills**

Ability to plan, organize and keep going when things get difficult  
Increased awareness of other cultures and the effect of poverty on children  
Experience of producing publicity material for a range of media  
Competence with internet and web design software  
Experience of marketing, advertising and conference organization

### **Career History**

October 2001 - July 2002

Traveling and working in South America. Work undertaken was mainly teaching English at a school in Rio de Janeiro and involvement in international fund raising activities to equip the school with computers. This gave me additional insight into the value of public relations work.

August 1998- September 2001

Multimedia media designer, Crimson Graphics Manchester

### **Key features**

Contributing to design of CDs, web sites, brochures and advertising material  
Member of creative team of five designers and writers  
Understanding of PR and marketing strategy  
Tact, diplomacy and ability to deal with people at all levels  
Working to tight deadlines

### **Qualifications- Education**

1998

HND Media Technology. Leeds Metropolitan University

### **Key features**

Development of multimedia authoring skills  
Development of visual and written communication skills  
Project on evaluating the impact of promotional material

1989 to 1996

Salford High School

A level Design and Spanish

7 GCSEs

### **Interests**

Travel

Painting

Languages

**References upon request**