

Disegno Italia Semester in Tuscany
Fall 2008
To Do List

1. **Contact Tara George-Jones, Study Abroad Program Coordinator**
[<mailto:tara.george-jones@mail.wvu.edu>] for more specific information on course content.
2. **See your advisor.** Take the information on the course content to your advisor and inform him/her of your wish to study abroad and discuss how this course fits into your academic program.
3. Make an appointment to see your **Financial Aid Counselor** (Paula King for WVU students) (and/or the Scholarship Office) regarding your federal, state, and WVU aid and using it for study abroad.
4. For information on other **scholarship opportunities** for study abroad, come to the Office of International Programs (OIP) and consult the Useful Website Page for sites that lists available scholarships.
5. **Complete the following forms and return them to the Office of International Programs, G-13 White Hall, P.O. Box 6214, Morgantown, WV 26506**
 - **Program Application**
 - **Unofficial Transcript (can be printed from your WVU account) minimum 2.5 GPA required**
 - **Reference Form**
 - **Disciplinary Clearance Form**
 - **Payment Agreement Form**
6. Pay the **\$1500 non-refundable** deposit by a priority deadline date of **April 4, 2008**. Students can view charges on the STAR Information System by access through their MIX account at www.mix.wvu.edu. You must be admitted to WVU and have a 700 student number to access this information.

Payments can be made by the following methods:

- STAR Information System (electronic check or credit card -- Discover , Visa , Mastercard)
- Lockbox service by using the remittance portion of monthly billing statement (check or credit card)
- Walk-In to any cashier satellite office on campus (cash, check, or credit card).
- Pay by mail (credit card, money order or check payments)
An envelope is provided with your billing statement for your convenience. Mail your remittance stub and your payment to: TREAS/RPD, Office of Student Accounts
West Virginia University, PO Box 6, Charleston, WV 25321-0006

NOTE: If outstanding charges exist on your account, these charges will be paid first.

7. Pay the next payment of **\$5000** on or before **May 16, 2008**. **SEE PAYMENT INFORMATION AT #6 ABOVE.**

8. Pay the next payment of **\$3750** on or before **July 1, 2008**. **SEE PAYMENT INFORMATION AT #6 ABOVE.**
9. Pay the final payment of **\$750** on or before **August 1, 2008**. **SEE PAYMENT INFORMATION AT #6 ABOVE.** (extended learning fees)

REFUND POLICY

The OIP has developed the following refund policy. **All OIP administered programs will follow this policy.**

A. A student who withdraws, because of a serious illness or death in the family will receive a refund of costs minus program-specific non-refundable costs and airline ticket, if already purchased. A certificate of inability to participate in the program, from a doctor or funeral home, is necessary in making claims for a refund.

B. If program withdrawal is for any other reason, the following applies:

PROGRAM WITHDRAWAL DATE	REFUND POLICY
Between 90 days and 60 days prior to departure	75% of program cost minus airfare and other program specific non-refundable costs
Between 59 days and 30 days prior to departure	50% of program cost minus airfare and other program specific non-refundable costs
Between 29 days and the day of departure	No Refund

PLEASE NOTE THE FOLLOWING:

- **ALL DEPOSITS ARE NON-REFUNDABLE**
- **ALL FINANCIAL AID STUDENTS ARE REQUIRED TO PAY THE DEPOSIT, THEN BE REIMBURSED BY FINANCIAL AID—NO EXCEPTIONS.**

Upon receipt of written notification, cancellations and refunds will be processed according to the above policy. The refund, if applicable, will be paid within 60 days of the cancellation being received.

8. **Get a passport:** Directions on How to Apply for a U.S. Passport are provided in this packet. Passport applications may be downloaded from: http://travel.state.gov/passport_obtain.html. Passports can take over 2 months, so don't delay!
9. **Become familiar with the health insurance policy** that is included in the cost of the program. Insurance information can be found at <http://www.studyabroadinsurance.com>. You may also consider purchasing additional international insurance to cover any additional potential health, emergency, accident & repatriation costs not covered by this policy. Some insurance companies

provide short-term health and emergency assistance policies designed for study abroad participants.

10. Contact the Program Director for information about the itinerary, baggage limitations, and meeting arrangements.
11. Complete all required documents in the acceptance packet located at www.wvu.edu/~intlprog
12. Attend a pre-departure orientation for your program. Location, time and date will be announced.
13. Have a safe and exciting study abroad experience.

**WVU OFFICE OF INTERNATIONAL PROGRAMS
FACULTY-LED STUDY ABROAD
PAYMENT AGREEMENT**

Disegno Italia Semester in Tuscany – Fall 2008

I, _____, 700 will be
YOUR NAME **WVU STUDENT NUMBER**

participating in the following WVU Faculty-Led Study Abroad Program:

Disegno Italia Semester in Tuscany – Fall 2008 **Italy**
NAME OF PROGRAM **COUNTRY LOCATION**

The TOTAL cost of this program is **\$11,000.00**.

I agree to adhere to the following payment schedule:

\$1500.00 Non-refundable Deposit Due On Or Before **April 4, 2008**

\$5000.00 Program Payment Due On Or Before **May 16, 2008**

\$3750.00 Program Payment Due On Or Before **July 1, 2008**

++ This form must be returned to G-13 White Hall prior to making your deposit payment

I understand that I will be billed **\$50** per credit for 15 hours (**\$750.00**) in
AMOUNT
order to be registered for the course(s) and receive WVU credits.

ALL PAYMENTS MUST BE PAID IN FULL PRIOR TO PROGRAM DEPARTURE.

SIGNATURE

DATE

FOR OFFICE USE ONLY

<u>CODE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>
<u>IAST</u>	<u>200808</u>	<u>\$1400.00</u>	<u>April 4, 2008</u>
<u>IP29</u>	<u>200808</u>	<u>\$100.00</u>	<u>April 4, 2008</u>
<u>IAST</u>	<u>200808</u>	<u>\$5000.00</u>	<u>May 16, 2008</u>
<u>IAST</u>	<u>200808</u>	<u>\$3750.00</u>	<u>July 1, 2008</u>



**WEST VIRGINIA UNIVERSITY
FACULTY-LED STUDY ABROAD
PROGRAM APPLICATION**

Disegno Italia Semester in Tuscany – Fall 2008

Application Instructions: Complete this application and return to the WVU Office of International Programs, G-13 White Hall, PO Box 6214, Morgantown WV 26506. **NOTE: Please use black or blue ink.**

BIOGRAPHICAL INFORMATION

Name (Last, First, Middle Initial): _____

Other names used in the last 10 years: _____

Social Security Number: ____ - ____ - ____ **Passport Number:** _____

WVU ID Number: ____ - ____ - ____

Country of Citizenship: _____ **Date of Issue:** _____

Date of Birth: ____ / ____ / ____

Citizenship Status: ____ **US Citizen** ____ **Refugee** ____ **Non-Immigrant/Other**

Visa Type: ____ **Permanent Resident with Alien Card** (Please attach a copy of both sides of the card)

School Email: _____ **Male** ____ **Female** ____

Personal Email: _____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

Daytime Phone: (____) _____ **Evening Phone:** (____) _____

Cell Phone: (____) _____ **Work Phone:** (____) _____

Are you applying as a West Virginia Resident? ____ **Yes** ____ **No**

If yes, how long have you lived in West Virginia? ____ **Years** ____ **Months** (Proof may be required)

Status:

Guest status is available to students wishing to take this program as non-degree students.

Your current status: ____ **High School Graduate**
____ **Currently enrolled in College**
____ **Completed a BA/BS degree**
____ **Check here if you previously applied for Guest status at WVU**

Ethnic Group: White, Non-Hispanic (01)
 Black, Non-Hispanic (02)
 Hispanic (03)
 Asian/Pacific Islander (04)
 American Indian or Alaskan Native (05)
 Race/Ethnicity Unknown (06)

Emergency Contact Name #1: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

Emergency Contact Name #2: _____ Relationship: _____

Daytime Phone: (____) _____ Cell Phone: (____) _____

Evening Phone: (____) _____

EDUCATIONAL INFORMATION

Current Academic Institution: _____

Address: _____

Academic Status : Freshman Sophomore Junior Senior
 Graduate Other

Major(s)/Minor(s):

Dates Attended: _____ Grade Point Average: _____

Please include a copy of your academic transcript(s) with your application (official or unofficial)

PREVIOUS EDUCATIONAL EXPERIENCE

Name of High School or College	City and State	Dates Attended	Degree Obtained
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPLICANT SIGNATURE

My signature below verifies that all information on this application is correct to the best of my knowledge:

Signature: _____ Date: ____/____/____

Faculty/Staff Reference Report for WVU Faculty-Led Study Abroad Program

To be completed by Applicant:

Name: _____

Faculty-Led Program Name: Disegno Italia Semester in Tuscany – Fall 2008

Dates of Study: August – December 2008

I waive my right to inspect this confidential letter of recommendation.

I do not waive my right to inspect this confidential letter of recommendation.

Respondent:

Thank you for taking the time to complete this recommendation form. This student has applied to study abroad on a WVU Faculty-Led program. Please comment on your perceptions of the student's ability to be academically successful and his or her ability to benefit from the time abroad. Please feel free to write your comments directly on this form or write a letter on a separate sheet addressing the questions/issues outlined below.

Name: _____

Title: _____ Email: _____

Phone: _____

1. Please indicate the length of time and circumstances through which you have known the student.
2. Describe the applicant as a student and whether you believe the student will be motivated in his or her studies and work at the program site?
3. The students may be part of a program that lacks the structure of a typical US College or university environment. Is the student self-reliant and mature enough to perform well in this type of program?
4. Please cite personal characteristics that may positively or negatively affect the student's chances for success in a different culture and educational system. If you were a program director, would you be enthusiastic in bringing this student on your program?

Signature: _____ Date: _____

PLEASE RETURN TO THE WVU OFFICE OF INTERNATIONAL PROGRAMS, G-13 WHITE HALL, PO BOX 6214, MORGANTOWN WV 26506-6214.

WVU STUDY ABROAD DISCIPLINARY CLEARANCE FORM

Please fill in all information completely by typing or printing in ink. You must drop off this form to the appropriate office at least two weeks before the application deadline. The Judicial Affairs Office will return this form directly to the WVU Office of International Programs.

To the Judicial Affairs Office: The student named below has applied to participate in a WVU Study Abroad Program. We would appreciate a confidential statement evaluating this student's record at your institution. While a prior disciplinary history does not preclude a student's participation in our program, this information is taken into considerations during review and must be submitted in order for the student to be evaluated for admission to the program. The return of this form at your earliest convenience will expedite the student's admission status.

To the Student: This form must be completed by the Dean of Students, Judicial Affairs Office or appropriate administrative official at your home institution. West Virginia University's Judicial Affairs Office is located at 84 Boreman North. Your signature provides consent for release of this information.

Name of Student: _____ Date: _____

WVU 700 Number: ____ - ____ - ____ Phone: _____ Email: _____

School or College : _____

PROGRAM: ____ Disegno Italia Semester in Tuscany _____

Signature: _____

This student has not received a judicial sanction at this institution.

This student is not currently under active judicial sanction, but has been previously sanctioned as follows:

Adjudication Date	Sanction with Effective Dates
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Adjudication Date	Sanction with Effective Dates
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Adjudication Date	Sanction with Effective Dates
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This student is currently under the following judicial sanction(s):

Adjudication Date	Sanction with Effective Dates
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Adjudication Date	Sanction with Effective Dates
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Adjudication Date	Sanction with Effective Dates
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Your Name: _____

Title: _____

Institution: _____

Telephone: _____

Signature: _____ Date: _____

Directions on How to Apply for a U.S. Passport

- 1) **Read the instructions located on the back of the Passport Application** on how to apply for a U.S. passport. Passport Applications can be found at your local main Post Office or downloaded at http://travel.state.gov/passport_obtain.html
- 2) Complete the white areas on the front of the Passport Application. Answer all questions, but **DO NOT SIGN**. Do not fold, staple, or erase on the form.
- 3) **Passport-size photos.** Consult the yellow pages for photographers and inquire if they take passport-size photos. Prices for photographers can vary significantly, so you should do some comparative shopping. Both color and black & white photos are acceptable, however, black & white photos are normally less expensive. You should also check on the rates for **Duplicate Prints**. Many countries require additional documentation, such as student visas and alien registration cards, which might also require passport-size photos.
- 4) Locate acceptable **Proofs of Identity**. The Passport Application requires an original or certified (NO COPIES!) birth certificate and a valid state or federal photo I.D., such as your driver's license. Consult the instructions on the back of the Passport Application for special instructions regarding Naturalized citizens, U.S. citizens who were born abroad, and citizens who have no birth record.
- 5) Take the Passport Application, two passport-size photos, proof of identity and the **Passport fee** of \$85.00 to your local main **Post Office** to complete the application. **YOU MUST DO THIS IN PERSON.**

Other Useful Information:

The Passport Agency normally takes from *six to eight weeks* to process your passport. If you are under a time constraint, there is an available **Expedited Service** that can process your passport in three working days upon receipt at the Passport Agency. This service costs an additional \$60 plus overnight shipping fees.

You may also be asked to provide additional documentation proving your identity. In case this occurs, you should **locate** other acceptable documents in order to save time. Suggested documents include high school and college transcripts, tax records, marriage certificates, and enlistment papers for the U.S. military service.