



# Spanish Abroad, Inc.

## How To Apply

### First Step: Grade point average requirements

Applicants must have at least a minimum GPA of 2.5 on the 4-point scale.

### Second Step: Applications must have the following documents completed on the checklist

- Application Form Signed and Completed, including the Academic Advisor Form
- Non-Refundable \$300 registration fee (\$200 will be applied to your program cost)
- Unofficial copy of most recent transcript
- 4 color photographs (1.5 X 1.5 inches)\*
- Proof of health insurance coverage while abroad (Valparaiso, Chile Only)

Send application form to the address below:  
Spanish Abroad, Inc.  
3219 East Camelback Road #806  
Phoenix, AZ 85018

Tel: 888-722-7323 Fax: 602-840-1545

\*May be sent at a later date

## Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

E-mail (print large & clear): \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_ Home phone: \_\_\_\_\_

Work phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Dates you may be reached at this address: (mm/dd/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth: (mm/dd/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Sex: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Issuing Country: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Emergency Contact Person: \_\_\_\_\_  
Required

Emergency Phone Number and relationship to this person: \_\_\_\_\_



## Spanish Abroad, Inc.

### Current Academic Information

Current College or University: \_\_\_\_\_ GPA(out of 4.0): \_\_\_\_\_

Year in school: \_\_\_\_\_ Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_

Are you planning to use the transcripts from this program toward your degree? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has the program and courses been pre-approved by your academic advisor? Yes: \_\_\_\_\_ No: \_\_\_\_\_

### Language Background

College Courses Taken (with GPA): \_\_\_\_\_

High School: \_\_\_\_\_

What is your oral proficiency in the foreign language to be studied (if applicable)?

Beginner (zero) \_\_ Low Intermediate \_\_ Intermediate \_\_ High Intermediate \_\_ Advanced \_\_ Superior \_\_

How long have you studied the language? \_\_\_\_\_ Highest level taken? \_\_\_\_\_

### Program Information

School: \_\_\_\_\_ Program Price: \_\_\_\_\_

Semester: \_\_\_\_\_ Course Dates: \_\_\_\_\_ Course Code: \_\_\_\_\_

List the course titles you plan to enroll for: \_\_\_\_\_

**Note:** The courses chosen are not final nor are they guaranteed during your study. Some programs that involve the learning of a foreign language require testing to determine language level and thus final course selections and testing will take place on-site.

### Accommodation Information

Not all options are available for every school. Accommodation begins on the Sunday afternoon before classes start and terminates the following Saturday afternoon after classes end. Make your flight plans accordingly.

Check two of the following accommodations: Home-stay \_\_ Student Residence \_\_ Private Room: \_\_ Shared Room: \_\_

Preferences (**not guaranteed**): \_\_\_\_\_

Do you Have Any Allergies, Medical Conditions, or Dietary needs? \_\_\_\_\_



## Spanish Abroad, Inc.

### How Did You Hear About Us?

Circle One: Study Abroad Office    Teacher    Past Participant    Travel Guide    Internet  
Friend    Other: \_\_\_\_\_

### Registration Fee

We do require a non-refundable registration fee of US\$300 in order to process your application. The amount of US\$200 will be applied to the cost of your program. You can pay the registration fee by check or by credit card\*. To pay by credit card complete the information below. You will be billed for the balance of your program once you have been confirmed for your program. The balance must be paid by check or money order. We will NOT accept credit card payment for the balance of your program.

Credit Card Type: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Amount you would like placed on your credit card at this time (In US Dollars): \$ \_\_\_\_\_

I hereby authorize Spanish Abroad, Inc. to process my card for the amount I have indicated above.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*We accept Visa, MasterCard, American Express, and Discover

### Terms and Conditions

Spanish Abroad, Inc. recommends that you register as early as possible for any program you are interested in before the designated deadlines. During certain times of the year classes fill up quickly. By registering in advance, you can insure yourself a spot in one of the programs Spanish Abroad, Inc. is offering.

#### To register for any program through Spanish Abroad, Inc., you must do the following:

Complete an enrollment application. With your completed application include a \$300 non-refundable registration fee. From this \$300 fee, \$200 will be applied towards the cost of your program. After you have submitted the registration fee, you will still need to pay the balance of the program cost which you will be billed for once you have been confirmed.

#### The Application and Confirmation Process

Once we receive your registration, you will be notified via email that we have received your application. Within 1-2 weeks of receiving the necessary documentation (specified at the top of the registration form), we will send you an email confirming your program. A confirmation package will be sent out to you via regular mail which will include an orientation booklet about the country and school where you will be attending classes and an invoice for the balance of your program. **Note:** Do not purchase an airline ticket until you have received a confirmation from Spanish Abroad, Inc.

\*\* When receiving any correspondence from Spanish Abroad, Inc. please carefully review all information to make sure that everything is correct! If you find an error, you must contact our office immediately! If you fail to notify us of any error, Spanish Abroad, Inc. will not be held liable for any costs related to these errors. Review your information immediately to make sure it is correct!

#### Refund Policy

If a student withdraws from a program after having been accepted, there is **no refund** of the \$300 registration fee. This applies to all students, regardless of the reason for withdrawal.

If a student withdraws after the payment due date (assuming the student has paid for the program in full), but prior to the actual starting date of the program, the Spanish Abroad, Inc. refund policy is as follows:

- If the student withdraws no more than 5 business days after the payment due date, Spanish Abroad, Inc. will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee of \$100
- If the student withdraws 6-30 days after the payment due, Spanish Abroad, Inc. will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee of \$500.
- If the student withdraws 30 or more days after the payment due date, but cancels prior to the start date, Spanish Abroad, Inc. will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee equal to 35% of the program fee or \$500 (whichever is greater).

If a student withdraws after the start of a Spanish Abroad, Inc. program **there will be no refund given (regardless of reason).**

#### Change Of Program

If a student decides to change from the original program to a different program 30 days or more after payment due date a \$500 change fee will be assessed.

**3219 East Camelback Road #806 Phoenix, AZ 85018 USA**  
**Toll Free (USA & Canada) 1.888.722.7623 Toll Free (UK) 0.800.028.7706**  
**World Wide 1.602.778.6791 Fax 1.602.840.1545**  
**Web [www.spanishabroad.com](http://www.spanishabroad.com) Email [info@spanishabroad.com](mailto:info@spanishabroad.com)**



## Spanish Abroad, Inc.

### Arrival and Departure Dates

Generally speaking, you should arrive 1 day before classes begin and depart either on the last day of classes, or the day after (we recommend the latter). Your confirmation package and orientation booklet will contain more information about your specific program.

### Local Holidays

Certain times of the year, classes will be canceled due to local holidays. In these instances, classes will not be made up, and there will be no refund.

### Cultural Activities & Organized Activities

The majority of the universities offer students a variety of complimentary activities. Activities may include trips to local museums, lectures, etc. For those activities taking place outside the school there may be minor fees the student needs to pay. These extra fees typically cover expenses such as transportation and entrance fees. If a university offers weekend activities such as day trips or full weekend excursions, the student will be responsible for paying the full cost of this excursion.

### Text Books & Study Materials

The cost of books and/or study materials at most programs **are not** included in your program price. Note: There are some universities that will "lend" books/study materials. In these cases the schools will ask for a deposit that will be refunded to the student upon the return of the books/study materials at the completion of the program.

### Behavior Expectations

Any participant of a semester program is expected to be courteous and respectful guests. Under no circumstances will illegal drug use be tolerated. Consumption of alcoholic beverages by minors will not be tolerated. Abusive behavior by a participant will not be tolerated. If the University you are attending is made aware of such a situation, the school reserves the right to refuse to serve and/or terminate the program of any person not abiding by these regulations. In addition if the University is notified of a situation where a participant is not complying with the policies of their particular program providers (school, tour operator, program organizer, etc.), or for any other reason deemed necessary, the University you are attending reserves the right to terminate your program immediately. It is further noted that the University you are attending reserves the right to send home (without an escort or any type of refund) any person who violates the above mentioned rules. Any expenses incurred as the result of any University terminating a program will be the responsibility of the participant.

### Disclaimer of Liability

Spanish Abroad, Inc. is an independent agent and is not liable for any risks you may encounter during travel to, from, and within the country in which your program is located, at the chosen school or your chosen accommodations, or at any other time or location during your trip. These risks may include, but are not limited to: personal injury, property damage, sickness, accidents, terrorism, and war. By signing the registration form (or by submitting a form online or over the telephone), you are assuming all risks and agreeing to indemnify and hold Spanish Abroad, Inc. and its employees harmless of any and all liability that may arise in any Spanish Abroad, Inc. programs inside and outside of the United States.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## Spanish Abroad, Inc.

### Academic Advisor Form

The applicant should fill out the top portion and give it to the proper official responsible for approving study abroad programs. Please include a stamped envelope so that he/she may mail this form directly to Spanish Abroad, Inc.

Name of Student: \_\_\_\_\_

Program Location: \_\_\_\_\_ Semester Dates: \_\_\_\_\_

Current Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Do you give Spanish Abroad permission to release information to your University Advisor? Yes: \_\_\_ No: \_\_\_

Do you authorize your University Advisor to release information to Spanish Abroad? Yes: \_\_\_ No: \_\_\_

(Note: Student Signature is required at the end of this document)

### Advisor Questionnaire

The official responsible for approving study abroad programs must complete this portion.

1. Is this student in good academic standing? Yes: \_\_\_ No: \_\_\_

Comments: \_\_\_\_\_

2. Has this student been approved to study abroad through the necessary means? Yes: \_\_\_ No: \_\_\_

Comments: \_\_\_\_\_

3. Will the classes and credits taken through the Spanish Abroad program be accepted towards the student's degree program?

\_\_\_ Yes, the credit will transfer

\_\_\_ Yes, but not until the student successfully completes the study abroad program and the proper documents (transcripts, course work, exams) are received.

\_\_\_ Yes, but only on the following conditions: \_\_\_\_\_

\_\_\_ No, transfer credit will not be accepted.

4. How long have you known the applicant? \_\_\_\_\_

5. How would you rate the applicant's class performance? \_\_\_\_\_

6. In your opinion, what is the applicant's maturity level? \_\_\_\_\_



## Spanish Abroad, Inc.

7. Is he/she able to conduct himself/herself in an adult manner? \_\_\_\_\_

8. Comments: \_\_\_\_\_  
\_\_\_\_\_

Advisor's signature: \_\_\_\_\_ Advisor's Name (print): \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

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

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

To help determine course equivalencies and transfer credits  
consult the worksheet provided on the final page!

### Student Agreement

I have read the statement above and understand the credit transfer policy of my institution.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Spanish Abroad, Inc.

## Course Credit Transfer Form

This document does not officially determine the equivalency of study abroad courses between Universities. The main purpose of this document is to provide guidance for both the advisor and student.

To be completed by the student		To be completed by the advisor		
List courses you intend to take while abroad.	Pre-approved Equivalency (If applicable)	Can this course be applied to any course at the home university?	How will these course be applied at the home university?	Advisor initials
List desired and alternate courses		Yes or No	(Core requirement? Elective? Gen. Studies, Foreign Lang, etc.)	
Advisor's Recommendations:				

### QUESTIONS THE STUDENT SHOULD ASK HIS/HER DEPARTMENTAL AND COLLEGE ADVISORS:

1. How is my international study coursework likely to be used toward my degree requirements?
2. Can any core or major requirements be fulfilled on the program?
3. Can elective credit be earned for courses not offered at my university?
4. Can requirements for a minor be fulfilled?
5. Can thesis or research hours be completed while overseas?
6. How does one determine the transfer credit?