



Amizade Global Service-Learning Consortium (AGSLC)

An academic partnership with West Virginia University

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Amizade Global Service-Learning Consortium Program Information Packet

Updated October 1, 2008

Please read this information packet completely and be sure to contact AGSLC if you have any questions regarding its contents or your commitment to participate in an AGSLC Program.

General Program Considerations

Student Participant Expectations

As an AGSLC Student Participant, you are expected to complete all necessary program documents and travel requirements as outlined by AGSLC on the [Accepted Student Page](#) of the AGSLC website: (http://www.amizade.org/service_learning/courses/accepted_students.html).

Please review the "AGSLC Student Participant General Check List" on the last page of this information packet to familiarize yourself with the required steps toward preparing for your program.

Course Registration

Your academic course registration will be handled by the WVU and Amizade Service-Learning Consortium Staff. For programs that have multiple course registration options and department cross-listings, you will have the opportunity to complete a course registration form indicating your decision.

Travel Insurance

All Amizade Global Service-Learning Program students will receive primary comprehensive travel insurance as part of their program tuition fees. Complete insurance coverage information is available online at the [CMI Study Abroad Insurance Website](#) (<http://www.studyabroadinsurance.com/GlobalStudyAbroad/premiergroup.html>). Please review this information carefully so you are informed of your travel and medical coverage during your AGSLC program. AGSLC will mail your CMI Insurance Card to you prior to your program start date.

Health & Immunizations

Participants must comply with the Centers for Disease Control (CDC) travel and immunization recommendations for the locations you will be traveling. Current information is available online at the [CDC Traveler's Health Website](#) (<http://www.cdc.gov/travel/>).

Once enrolled into a program you will receive information from AGSLC on the specific immunization requirements for your program.

WVU Student Code of Conduct

All AGSLC Program Participants agree to adhere to the West Virginia University Student Code of Conduct as outlined in the WVU AGSLC Student Contract. The complete code of conduct is available online at [WVU Student Handbook Website](#) (<http://www.arc.wvu.edu/rightsa.html>). Please review this information carefully so you are informed of your rights and responsibilities as an AGSLC program participant.

Passports

All students traveling abroad with AGSLC are required to have a passport valid for 6 months after the program is complete. Passports can be obtained from:

[United States Post Office](http://www.usps.com/passport/) (<http://www.usps.com/passport/>)

The Passport Agency normally takes from *six to eight weeks* to process your passport. You can expedite this process for an additional fee through USPS.

Passport Service Companies:

1. [A. Briggs Passport & Visa Expeditors](http://www.abriggs.com/) (<http://www.abriggs.com/>)
2. [Travel Document Systems](http://www.traveldocs.com/) (<http://www.traveldocs.com/>)

Please Note the Following:

1. Plan ahead for getting your passport to save money. Expediting the process will cost you extra \$60+ to process.
2. Students traveling to Brazil, Ghana, and Tanzania will need to secure their passport as soon as possible, since a valid passport is needed to secure a country visa.
3. Several drug store chains (CVS, Eckard, etc.) that have in-store photo labs offer passport photo picture services at affordable prices. You will want to get multiple photos to complete the process and have as backup copies.

Country Visas

Students traveling to the following countries are required to obtain a country visa:

1. Bolivia
2. Brazil
3. Ghana
4. Tanzania

Once enrolled into a program you will receive information from AGSLC on the specific visa application requirements and process. When possible, AGSLC will coordinate this process for the program participants.

Please Note the Following:

Other countries where AGSLC programs take place will allow you to visit without a visa for certain period of time. If you are planning on staying longer than the scheduled AGSLC program dates or have other special circumstances, please visit the [US State Department](http://travel.state.gov/foreignentryreqs.html) website for visa information at: <http://travel.state.gov/foreignentryreqs.html>

Program Fees and Cancellation Policies

Tuition Payment Schedule (Updated October 1, 2008):

All students will receive tuition bills from the Amizade Global Service-Learning Consortium.

PROGRAM TUITION PAYMENT SCHEDULE

\$500.00 Tuition Deposit	Due at time of Enrollment Confirmation
50% Remaining Program Tuition	Due 60 days before start of program
Program Tuition Balance	Due 30 days before start of program

Please Note The Following:

1. Students securing financial aid, please review the [AGSLC Financial Aid Page](http://www.amizade.org/service_learning/courses/financial_aid.html) (http://www.amizade.org/service_learning/courses/financial_aid.html).
2. Students receiving financial aid are required to pay the program deposit and then be reimbursed by financial aid.
3. Tuition payments can be made by check or money order at no charge.

Program Cancellation – Minimum Enrollment

Ten enrolled students are needed in order for a specific program to occur. As an enrolled student, you will be notified if the program enrollment is below 10 students and the program is in jeopardy of being cancelled. If a program is cancelled, you will have the choice of: 1) priority acceptance into another AGSLC program with open space or 2) receiving a reimbursement for your paid program fees. Please do not purchase airfare until you receive notification from Amizade that minimum enrollment has been met and given further information on potential discounted group flights.

Program Fee Refund Policy

AGSLC offers the following program fee refund policy for the Amizade Global Service-Learning Programs.

1. Student withdrawal due to serious illness or death in the family will receive a refund of costs minus program-specific non-refundable costs and airline tickets, where applicable. A certificate of inability to participate in the program, from a doctor or funeral home, is necessary in making claims for a refund.

2. Student withdrawal is for any other reason, the following applies:

PROGRAM WITHDRAWAL DATE REFUND POLICY

Between 90 days and 60 days prior to scheduled program departure	75% of program fee minus \$500 program tuition deposit, program specific non-refundable program costs and airfare, where applicable
Between 59 days and 30 days prior to scheduled program departure	50% of program fee minus \$500 program tuition deposit, program specific non-refundable program costs and airfare, where applicable
Between 29 days and day of scheduled program departure	No Refund

Please Note The Following:

1. All program tuition fee deposits are non-refundable
2. Students receiving financial aid are required to pay the program deposit and then be reimbursed by financial aid.
3. Students will be separately liable for any airline cancellation expenses
4. 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.

Useful Websites in Preparing for your AGSLC Program

AGSLC Program Related Sites:

Amizade Global Service-Learning Consortium Website: <http://www.globalservicelearning.org>

Amizade Global Service-Learning Consortium Website – Accepted Student Page:

http://www.amizade.org/service_learning/courses/accepted_students.html

Government Sites:

U.S. State Department Travel Information Pages: <http://travel.state.gov>

Center of Disease Control and Prevention - Travel Information: <http://www.cdc.gov/travel>

Study Abroad Resources:

StudyAbroad.com Handbook: <http://www.secussa.nafsa.org/>

Travel Resources:

Lonely Planet: <http://lonelyplanet.com>

Rough Guide: <http://travel.roughguides.com>

United Nations Global Learning and Teaching Project: <http://cyberschoolbus.un.org/>

World Travel Guide: <http://www.worldtravelguide.net>

Travel Insurance (Included in Program Tuition Fee):

CMI Study Abroad Insurance: <http://www.studyabroadinsurance.com>

AGSLC Student Participant General Check List

- Program Application
 - Submit your AGSLC Application along with your transcript(s)
 - Submit your AGSLC Disciplinary Clearance form
 - Submit a \$25 non-refundable Application Fee with your application

- Enrollment Confirmation – Complete within 2 weeks of receiving your program acceptance email
 - Read the 2008/09 AGSLC Program Information Packet
 - Submit your \$500 Program Tuition Deposit (credited toward your program tuition fee)

- Contact your home school academic advisor and/or study abroad office
 - Confirm participation and academic credit transfer

- Secure your Passport and Visa (where applicable)

- Complete your required Immunizations

- Required Program Registration Paperwork – **Due 60 days before start of program**
 - Please read, complete, and submit electronically the required documents found [here](http://www.surveymonkey.com/s.aspx?sm=Oh_2bmlyRmhHhdbG7gufJ9pA_3d_3d).
(http://www.surveymonkey.com/s.aspx?sm=Oh_2bmlyRmhHhdbG7gufJ9pA_3d_3d).
 - These documents are:
 - WVU AGSLC Liability Waiver
 - WVU AGSLC Student Contract
 - WVU AGSLC Statement & Release Form
 - WVU AGSLC Confidential Health Form
 - AGSLC Signature Sheet
 - AGSLC Physician's Form
 - WVU Transcript Request Form for Non-WVU Students
 - Copy of Passport & Country Visa (where applicable)
 - Copy of Immunization Record
 - Copy of airline flight itinerary

Amizade Global Service-Learning Consortium
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Direct questions to:
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