

Fletcher Foundation Trip to Italy

May 14 - May 24, 2020

Reservation form and contract between Tour Participant and Fletcher Foundation

This form must be fully completed in clear print, and returned with \$100 deposit no later than **October 1, 2019**. Please email completed form and a copy of your passport to Foundation@fletcher.edu. If you are not yet in possession of your passport, send in the completed reservation form with a note "passport to follow." Passport must be received by March 2, 2020. **Space is limited.** Reservations will be confirmed on a first-come, first-served basis.

Name must appear as on passport.

Title	Last Name	First Name	Middle Name
Address		City, State	Zip
Home Phone	Cell Phone	Email	

I am ___ Faculty ___ Staff ___ Student ___ Community Member

Airline Reservations

Travel arrangements will be made for you unless you are not departing from New Orleans, LA.*

___ I will not be departing from New Orleans, LA and will make my own travel arrangements.

*If making your own travel arrangements, you must notify Logan Borne, Institutional Advancement Coordinator, at logan.borne@fletcher.edu or 985-448-7924.

Housing Accommodations

___ I am a student. (Students will be housed in 2 and 3 bedroom apartments.)

___ I am not a student and would like to be housed in a 2 or 3 bedroom apartment.

___ I am not a student and would like to pay a higher rate for a private room.

Payment Options

*Deposit due with signed contract: \$100 per person, non refundable.
Any unpaid trip fees, balances, and final payments are due by March 2, 2020.*

I authorize Fletcher Foundation to charge my deposit of \$_____ on the credit card listed below:

Visa MasterCard Discover American Express

Card Number _____ Exp. Date _____ 3 Digit Code _____

Name appearing on credit card _____

Billing address _____

Signature _____ Date _____

I would like information on a monthly payment plan: Yes No

Please choose one of the following options:

- I will send a check for the final payment which is due by March 2, 2020.
- I authorize Fletcher Foundation to charge my final payment on the credit card listed above on March 2, 2020.

I/we have read the terms and conditions stated in the brochure, especially those regarding Tour Prices, Cancellations/Modification Fees and Air Transportation, understand the details of the tour and agree to be bound thereby for myself and anyone else registered on this form. I/we understand that travel protection is available and that forms will be sent to me with the initial confirmation of the trip, following the reservation deadline of January 6, 2020.

Signature _____ Date _____

CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement

I understand and agree that this agreement shall constitute a binding contract between the undersigned and “CIEE”. “CIEE” is defined to include: the Council on International Educational Exchange, its owners, agents, directors, officers, employees, representatives, affiliates, sponsoring and/or cooperating educational institutions and contracted educational institutions involved with the program known as CIEE Study Centers.

1. I certify that I do not have any physical or mental condition which will create a danger or hazard for me, other participants or hosts in the program or any third party.
2. I understand that I am solely responsible for my pre-program, program, and post-program medical care in all respects, including, but not limited to, obtaining and taking necessary medication(s), vaccinations and any other medical care and treatment. I certify that I will consult a physician qualified in travel medicine, immunizations and infectious/tropical diseases prior to my trip departure. I understand I am solely responsible for my medical, psychological and physical condition during the duration of my program with CIEE. Should any medical, psychological or physical problems arise during the course of my program with CIEE, I am solely responsible for any and all care that I may need. I understand and agree that I am also solely responsible for paying for the costs and expenses of any such care. I also understand that failure to follow any instructions or recommendation from any such providers, or to refuse medical evaluation or treatment when recommended by medical professionals, is grounds for my immediate dismissal from the program.
3. I understand that I am obligated to comply with local laws and customs while traveling abroad. Many such local laws and customs may be substantially different from those in my home country. I recognize that my conduct can have an effect on the educational and other benefits intended by the program for other participants, hosts and myself. I agree to conduct myself in a manner that will support mutually beneficial interaction with other participants and hosts. I understand that conduct considered unacceptable to CIEE includes, but is not limited to, misrepresentation of identity, disobeying academic policies including plagiarism, loud and/or abusive behavior toward others, sexual harassment, criminal conduct of any kind, use of drugs other than prescribed drugs for legal medicinal purposes, excessive use of alcoholic beverages and/or unwillingness to cooperate with other members of the program, hosts and program management. Such conduct as well as any other conduct which in the sole discretion of CIEE may be damaging to the program, other participants, working relations with governments, suppliers and educational institutions with which CIEE contracts/cooperates, may lead to dismissal of participant from the program. Dismissal of participant by CIEE will not reduce the obligation of the undersigned for payment of full program costs.
4. I understand that I am solely responsible for any and all expenses and costs incurred by me before, during and after the program except for the cost of items which are expressly listed in the agreement between CIEE and the participant’s institution and if fees are billed to me, I agree to the “Program Fees and Payment Policies” listed under the Terms and Conditions (<https://www.ciee.org/go-abroad/college-study-abroad/get-started/program-terms-and-conditions>). Under no circumstances will CIEE be responsible for any of participant’s expenses incurred in preparing for the program. Said expenses include, but are not limited to, international airline tickets, course or book fees, equipment, visa fees (unless specified as a covered expense in the agreement between CIEE and my home institution), passport fees, medical expenses, or any other expense incurred by participant in preparation for the program.
5. I understand and agree that if per the program contract CIEE secures a visa for a participant and said participant withdraws or is dismissed from the program before departure or during the program, the

participant may not use the visa to enter or remain in the program country. I understand that CIEE may report withdrawal to appropriate immigration officials of the program country.

6. Whether or not CIEE causes to be secured my visa or other required travel documents, CIEE is not responsible for any failure of any country and for any reason to issue a visa or other necessary travel document or to issue same in a timely manner.
7. I understand that, if applicable, prior to commencement of any travel, I must inform my home institution and CIEE resident staff of any travel outside of the city hosting my program. I understand that I am solely responsible for all independent student travel throughout the duration of the CIEE program. I am responsible for reading all current public updates (U.S. State Department, World Health Organization, Centers for Disease Control and Prevention, etc.) about the health and safety situation in areas of, or in the country or countries to which I will travel. I understand CIEE strongly discourages independent student travel to destinations with a U.S. State Department Warning. I confirm that I have discussed my plans with my parent or guardian and have consulted home school policies. I understand that CIEE may be unable to intervene or assist on my behalf once I have left the program site. In certain locations, I understand that CIEE may not be able to render any assistance whatsoever. As part of my decision to travel, I will submit a CIEE Independent Student Travel form with the travel itinerary and contact information to CIEE Resident Staff prior to departure from the program site. All independent student travel must be done at a time that does not conflict with the academic program or any required CIEE program activities. I understand that I must follow any specific travel guidelines set by CIEE staff.
8. I understand that local driving laws and practices are unlike those in the U.S. CIEE strongly discourages students from driving, renting, leasing or owning a motor vehicle while participating on the program. CIEE students cannot use private vehicles to attend any sponsored CIEE events and may be dismissed from the program for violation of this provision. I understand CIEE will not assist students with any personal motor vehicle-related issues, including problems resulting from the use of vehicles or accidents before, during, or after the program. I understand that if I own / lease / rent / drive that I do so at my own risk.
9. Demonstrations, Rallies and Protests: Demonstrations, rallies, protests and the like are reasonably frequent in many countries. CIEE participants must not actively participate in any such events.

In addition, CIEE may advise that participants should not even observe certain such events, and in such a case, participants may not attend or observe any such event. In all cases observation of and/or attendance at or near any such events, whether or not subject to a CIEE warning or directive, entails risk of physical injury, death and/or loss of property. As a result, any such observation, attendance or participation is solely at participant's own risk. I agree to hold CIEE harmless from any liability as a result of my attendance at or near or participation in any such event. In addition, I understand that CIEE can impose disciplinary sanctions if I engage in such activity (including demonstrations and the like) after being instructed not to attend or be in the vicinity thereof.
10. I understand that CIEE does not give refunds (or partial refunds) for unused services that are included as part of the program fee.
11. If applicable, I understand and agree that if my CIEE billed fees are not paid in full in accordance with the dates and timelines found in CIEE's terms and conditions, my account may be sent to an outside collection agency for further collection efforts. I also understand and agree that should my account be sent to an outside agency for further collection, any and all fees relating to the collection of my outstanding balance will be added to my CIEE account balance and I will be responsible to pay these fees in full.
12. I understand and agree that if I withdraw from a program, I must provide immediate written notification of the withdrawal to both CIEE and my home institution. I also understand that I am solely responsible for

notifying my home institution of my withdrawal, and for any associated home institution penalties or fees. Refunds will be issued in accordance with CIEE and my home institution's refund policy for the program. CIEE's refund policy is as follows. However, the applicable home institution might have its own refund policy:

CIEE will provide a full refund of Program fees minus any costs to which CIEE is legally committed if written notification of withdrawal of a confirmed participant(s) is received by CIEE on or more than 6 weeks prior to the Program arrival date.

CIEE will provide a refund of 75% of Program fees minus any costs to which CIEE is legally committed if written notification of withdrawal of a confirmed participant(s) is received by CIEE between six (6) weeks and four (4) weeks prior to the Program arrival date.

CIEE will provide a refund of 50% of Program fees minus any costs to which CIEE is legally committed if written notification of withdrawal of a confirmed participant(s) is received by CIEE between four (4) weeks and two (2) weeks prior to the Program arrival date.

CIEE will provide a refund of 25% of Program fees minus any costs to which CIEE is legally committed if written notification of withdrawal of a confirmed participant(s) is received by CIEE between two (2) weeks and one (1) day prior to the Program arrival date.

CIEE will not provide a refund for any withdrawal on or after the Program arrival date.

13. CIEE reserves the right to make changes in the program's itinerary sequence, as well as other changes, including, but not limited to, substitutions of or changes in courses, excursions, activities, lectures, site visits and topics listed currently in the catalog. Any and all such changes are without liability on the part of CIEE.
14. All CIEE programs are based on group arrangements involving a minimum number of participants. In the unlikely event that a program is cancelled by CIEE, CIEE will refund all payments received but will have no further liability to participant. However if the institution cancels a program and CIEE has incurred non-recoverable costs those costs must be paid by participant.
15. In the case where the program is covered under CIEE iNext Insurance, I understand the following to be true. Program participants must be legal U.S. residents or citizens studying outside of the U.S. in order to be covered under CIEE iNext Insurance, however iNext does not cover foreign nationals in their home country. Coverage provided by this policy is meant to supplement private insurance and to provide coverage for activities related to traveling abroad. I understand that detailed information on the coverage of this policy has been made available to me. Further medical, evacuation, trip cancellation, trip interruption, baggage loss/damage, accident/sickness and any and all other applicable insurance is strongly recommended. I understand that health care and evacuations outside my home country are not covered by most standard insurance policies and can be extremely expensive. I am solely responsible for payment of any and all medical evacuation, trip cancellation, trip interruption, baggage loss/damage, accident/sickness and any and all other insurance expenses incurred by me during my program or related to my program. I understand that detailed information on the coverage of this policy has been made available to me. I understand I am solely responsible for my medical, psychological and physical condition during the duration of my program with CIEE. Should any medical, psychological or physical problems arise during the course of my program with CIEE, I am solely responsible for any and all care that I may need. I understand and agree that I am also solely responsible for paying for the costs and expenses of any such care.
18. In the event that CIEE courses are being taught and reported by CIEE on the CIEE Academic Record, I agree to the academic policies as listed in the Academic Policies on the CIEE Terms and Conditions website. (<https://www.ciee.org/go-abroad/college-study-abroad/get-started/program-terms-and-conditions>)

19. Except for certain housing and classroom/office space, CIEE does not own or operate any entity or does not provide goods or services for your program (except that it employs resident directors and staff), including, for example, arrangements for or ownership or control over houses, apartments or other lodging facilities, airline, vessel, bus or other transportation companies, local ground operators, visa processing services, providers or organizers of optional excursions, food service or entertainment providers, etc. All such persons and entities are independent contractors. As a result, CIEE is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party. Without limitation, CIEE is not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely, dangers of bites or attacks from animals, insects or pests, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or for any other cause beyond the direct control of CIEE. In addition, CIEE is not liable for its own negligence and participant releases CIEE therefrom.
20. I understand that perceived or actual epidemics (such as, but not limited to, H1N1, SARS or bird flu) can delay, disrupt, interrupt or cancel programs. I agree to assume all risk of any such problems which could result from any such occurrences.
21. CIEE retains the right, in its sole discretion, to contact participant's school, parents (host and natural) and/or guardian with regard to health issues, account balances, or any other matter whatsoever which relates to participant or participant's program. These rights transcend any and all privacy regulations that may apply. I hereby waive my rights under the Family Educational Rights and Privacy Act (FERPA).
22. In the event of a medical emergency, CIEE will attempt to cause appropriate treatment to be administered. However, it makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered.
23. I understand that travel in other nations is not similar to travel within the United States. Programs outside the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation conditions or available at all), civil unrest, vandalism, crime, political instability and terrorism. Medical services or facilities may not be readily available during all or part of a program and, if available, may not be equal to standards in participant's home country. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the CIEE program and to release CIEE from any and all liabilities to the maximum extent permitted by law. In addition, I release CIEE from its own negligence. If this form is also signed by a parent or legal guardian, that parent or guardian is making a similar release.
24. I understand that perceived or actual events (such as, but not limited to, political turmoil / unrest, economic collapse, environmental issues, natural disasters, pandemics, epidemics, university strikes terrorist events, governmental travel warnings, and many other events outside of CIEE's control, such as those described in

Paragraphs 19-20, 22-23) can delay, disrupt, interrupt or cancel programs. I agree to hold harmless CIEE from any such actual or perceived events.

25. CIEE, in its sole discretion, can approve or disapprove of any participant's change of housing including, but not limited to, participant opting out of CIEE provided housing. If CIEE agrees to allow participant to choose his or her own housing, participant agrees that CIEE is not responsible for any problems which result therefrom.
26. CIEE-arranged housing for participant's program will be available only while participant is actively engaged in the program. If a participant withdraws from the program or is removed from the program for any reason whatsoever, that housing ceases immediately with no right of refund beyond that which is detailed in Paragraph 12 of this Contract. In addition, any violation of program rules or residential rules may result in eviction from arranged housing and/or expulsion from the program.
27. CIEE allows service animals on its programs unless prohibited by foreign host countries or incompatible with foreign custom or practice. All expenses regarding service animals are for the account of the participant. CIEE is not responsible for any customs or immigration requirements (or any related issues) which could arise with regard to service animals and all such matters are the sole responsibility of the participant. I understand also that I may not be able to take a service animal in various public facilities in certain foreign countries and/or on various modes of transportation therein. Under no circumstances does CIEE allow pets or therapy animals on any of its programs.
28. CIEE reserves the right to decline, accept, dismiss or retain any person as a participant in any program at any time before or during the program if participant has failed to comply with any provision(s) of this contract, if the person's continued participation or presence in the program, in CIEE's view, constitutes a risk to that person's health or to the enjoyment of or integrity of the program for others, or for any other reason whatsoever.
In the event a participant is dismissed from a program or voluntarily chooses to leave the program prematurely, no refunds will be made except in the case where programs are cancelled by CIEE in which case refunds will be issued as per the terms of Paragraph 12 above.
29. I will notify CIEE and my home institution if I plan to bring a spouse, dependents and/or companions for any portion of the program. Any additional costs incurred by my spouse, dependents and/or companions will be my responsibility. I will follow the provided CIEE Companion Guidelines.
30. CIEE reserves the right to take photographic or film records of any program and to use and/or disseminate documents and materials created by the participant while on the program. I understand that CIEE may use such records for promotional and/or commercial purposes without limitation, payment of any fees and without liability.
31. If by my acts or omissions I cause or threaten to cause damage of any kind whatsoever to third parties, I accept full responsibility therefore. Further, in the event of such damage or loss, I agree to indemnify and hold CIEE harmless from any and all actions taken by third parties for said damages or loss.
32. This "CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement" shall be legally binding upon me, all minors traveling with me, my heirs, successors, assigns and legal representatives. This entire agreement is entered into on behalf of all members of my family who accompany me. I certify that I am the parent or legal guardian of any legal minors under the age of majority who accompany me.
33. All program applications are subject to acceptance by CIEE in Portland, Maine, U.S.A.

34. In the event any part of this “CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement” is found to be legally void or unenforceable, then such part will be stricken but the rest of this document will be given full force and effect.
35. FORUM AND METHODOLOGY FOR DISPUTE RESOLUTION: I agree that any dispute or claim which refers or relates to this contract, any literature related to the Program, or the Program itself, shall be litigated solely and exclusively in and for courts in Portland, Maine, subject to substantive and procedural Maine law, and for this limited purpose, the parties agree to exclusive venue and personal jurisdiction therein. At the Participant’s option, however, in lieu of litigation, CIEE will agree to binding arbitration in Portland, Maine, subject to substantive but not procedural Maine law, pursuant to the then existing commercial rules of the American Arbitration Association. In any such arbitration, the arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable.
36. In the event any part of this “CIEE Program Participant Contract” is found to be legally void or unenforceable, then such part will be stricken but the rest of this document will be given full force and effect.
37. I have carefully read this document entitled “CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement” and have understood all of the contents thereof. I understand and agree to comply with all stated terms and conditions set forth in this “ CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement” as well as those terms and conditions set forth in the descriptive materials provided to me by my home institution relating to my participation in the program. I understand that the terms and conditions in this document constitute a binding contract between CIEE and me.
38. I agree to promptly send CIEE all requested documents and information that is required for participation in the program including, for example, without limitation, medical, flight, contact, and other information. I understand that failure to do so could prohibit me from participating in the program and I will responsible for any non-recoverable program costs without the right of any refund.

I certify that all statements made in this “CIEE Program Participant Contract and Forum and Methodology for Dispute Resolution Agreement” are true and correct and made of my own free will.

Signature _____ Date _____



This trip is sponsored in conjunction with CIEE Tours
300 Fore Street, Portland, ME 04101
855-214-9559 | custom@ciee.org

