



ICambio Application Form

Fax To: +1-866-726-5705
Any Questions: +1-866-577-8693 ext. 3000
E-mail: info@icambio.org

Program Registration

Thank you for choosing an ICambio Study Abroad program! In order for us to best meet your needs please follow the step-by-step process. Feel free to call us if you have any questions at 1-866-577-8693 ext. 3000 or email us at info@icambio.org.

Steps:

1. Make sure you meet the minimum requirements. Our programs do not require previous Spanish study. However, students must have a GPA of at least 2.5 out of 4.0. If your GPA is lower than a 2.5, we will review your application packet and may require letters of recommendation. The minimum age of participation is 18 years old and participants must be current university students.
 2. Sign the Permission to Study Abroad Form. Make sure that your school will accept the credit for our program. *We strongly suggest that you make an appointment with your school's study abroad department for guidelines.
 3. Print out the Application Form. Carefully read the Terms & Conditions before you fill out and sign the application.
 4. Your completed application packet should contain the following:
 - ❖ Signed Permission to Study Abroad Form
 - ❖ Completed ICambio Application Form
 - ❖ Copy of your transcript
 - ❖ Official \$100 Application Fee (non-refundable / deducted from your total program cost)
 - All payments may be made with a wire transfer, VISA, or MasterCard.
- ❖ Students must arrange acceptance of credit from their university/college before beginning an ICambio program. ICambio will not be responsible for acceptance of credit after the program has ended. After you have completed the program your university or college will receive an official transcript from the foreign university that you have attended. Please hold on to all of your completed documents, exams, papers, syllabi etc, so you may show your school administrator if needed. ICambio will have all course descriptions on file, please call us to obtain a copy.

PAYMENT DEADLINES**

- **\$100 due with all applications**
- **Mini-Mester (January-March)**
 - \$500 due: December 1
 - Balance due: December 15
- **Semester 1 (March-July)**
 - \$500 due: December 1
 - Balance due: February 1
- **Semester 2 (August-December)**
 - \$500 due: May 1
 - Balance due: July 1

** Financial aid recipients are still responsible for the \$500 payment by the due date and must submit the "Financial Aid Verification Form" to ICambio before the balance due date in order to schedule an alternate payment plan.



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Permission to Participate in an ICambio Study Abroad Program.

- Please have this form signed by your study abroad advisor and return it with your application.

Hello,

Our goal is for your students to have the most rewarding and beneficial study abroad experience possible with us at ICambio. In order for this to happen, experience has shown us that your office needs to be informed and involved. By filling out this form, you are confirming that this student understands the procedures for transfer of credits to your school. Should you have any questions, please feel free to contact us directly.

Thank you in advance for your cooperation.



Email: info@icambio.org
Tele: 1-866-577-8693 ext. 3000

Name of Student: _____

Name of College/University: _____

Study Abroad Advisor Name: _____

Phone: _____

Email: _____

Study Abroad Advisor Signature: _____



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Personal Information:

Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____ Fax: _____

E-mail Address: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Birth date (mm-dd-yy): ___/___/___ Sex: Male / Female Social Security #: _____

Nationality: _____ Passport No.: _____

How you heard about us: _____

Please list any existing health conditions: _____

What is your first language? Have you learned other languages? Do you have a good knowledge about grammar?

Other Comments: _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____ Fax: _____

E-mail Address: _____



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Program Information:

Program Location: _____

Session: _____ Start Date: _____ End Date: _____

List the course numbers and titles in which you are interested:

1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

University Information:

Current College/University: _____

Year in School: _____ Major: _____ Minor: _____

Cumulative Grade Point Average, on a 4.0 scale: _____

Do you plan to use the transcripts from this program toward your degree? Yes No

If yes, have your courses been pre-approved by your study abroad office or academic advisor? Yes No

Spanish Language Information:

Spanish Language Level: Beginner Intermediate Advanced Superior

How long have you studied Spanish? High School Years College Semesters

Highest Spanish level taken: None 100 Level 200 Level 300 Level 400 Level Graduate Level

Financial Information:

Who will pay for your tuition fees? (Check all that apply)

Yourself Parents Scholarship Financial Aid Other

To whom should the invoices be sent?

Full Name: _____

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____ Email: _____



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Study Abroad Questions:

What made you interested in studying abroad? _____

Have you ever lived or studied abroad before? _____ If yes, please explain _____

What do you expect to gain from this program? _____

Why did you choose to apply to an ICambio program? _____

Additional Comments: _____

Homestay Information:

Host Family Requests	Yes	No	Either (notes)
Children			
Smokers			
Special Dietary Needs:			
Allergies:			
Other Comments			



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TERMS & CONDITIONS

Registration and Payment:

To insure a space in an ICambio program, it is important to register as far in advance as possible. A \$100 registration fee is due with the completed application form. A \$500 deposit will be due upon acceptance to the program in order to confirm the student’s participation in the selected program session. The registration fee and the deposit (\$600) are deducted from the total program cost. The total program cost will be due before the program start date.

Refund Policies:

If you intend to withdraw from a program, you must notify us in writing. You should also contact us by phone to start the cancellation process as soon as possible. Depending on your request for refund date, you will receive a full refund (minus the \$100 application fee), a partial refund, or no refund** (after program start date). The table below lists the deadlines for cancellations.

	Full Refund	75% Refund	25% Refund	No Refund*
Semester 1	Before February 1	February 8	Before Class Start	After class start
Semester 2	Before July 1	Before July 8	Before Class Start	After class start
Mini-Mester	Before Dec 15	Before Dec 22	Before Class Start	After class start

- ❖ Refunds are not likely after the program has begun. Many fees have already been paid and physical class spots reserved. However, we will review all requests for refunds after the program start date and attempt to return what is possible.
- ❖ The above refund policy is exactly the same in cases of cancellation due to war, terrorism, or similar cases. Programs can get cancelled and / or changed; ICambio is not responsible for these changes. ICambio reserves the right to substitute comparable programs or refund tuition. ICambio’s liability is limited to all money paid for the program.
- ❖ Classes cancelled for local holidays will not be made up and are not subject to any refund.

Arrival & Departure

You should plan to arrive on the date specified for the session that you will attend. Your homestay will start the day that you arrive. Usually you can extend your homestay a few days before or after classes for an additional fee. Airport transfer is included with the homestay.

Insurance

ICambio will provide health insurance for each participant that is studying in a semester / summer program. Coverage is limited to that which is outlined in the policy. In no way is ICambio responsible for providing any of the services offered through the policy. Additional travel insurance may be desired and is your responsibility. Neither ICambio, the school or the host family is responsible for any part of any medical bills.

Liability

While participating in an ICambio program, you may be exposed to certain risks. These exposures include, but are not limited to accident and/or sickness without readily available medical facilities, the forces of nature, travel in the air, travel on the ground, terrorism, and war. By signing this form you are assuming all these risks and agreeing to indemnify ICambio, their officers, directors, and employees harmless for any and all liability that may arise in connection with your participation in any ICambio program.

Behavioral Expectations

Participants are expected to be courteous and respectful guests. Political involvement, illegal drug use, abusive behavior, or alcoholic consumption by minors cannot be tolerated. ICambio reserves the right to refuse to serve, to cancel, and/or terminate participation for any person who fails to comply with the policies of the program provider (e.g. school, tour operator, program organizer), or for any other reason deemed necessary by the sole discretion of ICambio. ICambio further reserves the right, without escort and without refund, to send home any participant who violates the rules stated above. The return trip will be at the expense of the participant or the participant’s family.

Release and Agreement

I certify that the information submitted on this application is complete and correct and I agree to notify ICambio of any changes. I also acknowledge that I have read and accept the terms and conditions in the ICambio program literature that constitute part of my agreement with ICambio, including sections concerning responsibility, payment of fees, status changes, refunds, accommodations, and courses, this is a legally binding contract.

I certify that I have read in full this TERMS AND CONDITIONS and agree to comply with all the terms and conditions stated therein. This agreement will be effective when ICambio accepts my application and shall be governed by the laws of the State of Delaware.

Signature*: _____ Date: _____

* I confirm that I am 18 years old or older.