



# UMAIE – 2019 RULES AND PROCEDURES

www.umaie.org

The UMAIE application process is described and the required documents are available on the UMAIE website ([www.umaie.org/how\\_to\\_apply.htm](http://www.umaie.org/how_to_apply.htm)) or your institutions studio abroad website. The priority application period is set by each UMAIE institution, check with your study abroad office for your institutions internal dates and deadlines. The final deadline to apply is **October 1, 2018**.

No application will be considered without the **FULL NAME AS IT APPEARS/WILL APPEAR ON YOUR PASSPORT**, the January Term Abroad Agreement, and a copy of your valid passport or a copy of your passport application showing your name as it will appear on your passport and your deposit of \$500. If you have any questions, please contact your campus UMAIE Board Member.

## SELECTION PROCESS FOR APPLICANTS

Faculty directors will review and screen each application to ensure all prerequisites are met, and that equal access is given to students from all consortium schools. Each applicant will be notified if they are:

- 1) accepted into the course;
- 2) on a waiting list if the course is full.
- 3) not accepted into the course.

**For applications received by the priority deadline (as determined by your study abroad office), the UMAIE secretariat will notify each participant by May 4, 2018. Applications received after the priority deadline will be sent to the Faculty directors weekly and students will receive notification on a timely basis.** Please be aware that if you are placed on a waiting list, your deposit check will still be cashed upon receipt. In the event a course is filled or cancelled due to low enrollment, students will be contacted regarding a second choice. Students who choose not to transfer to another course will receive a full refund.

## PASSPORTS, VISAS AND IMMUNIZATIONS

All applicants must send a **READABLE** copy of a valid and signed passport to their campus UMAIE Board Member as soon as possible but no later than October 20, 2018.

**Passports must be valid at least six (6) months beyond your return date.** If you do not have your passport by October 20, 2018, and we do not have a readable copy by then, late fees of \$100 will apply and/or possible cancellation from course may be required.

If your course requires a visa it will be stated in the course description. A country specific visa application will be sent to you 2-3 months prior to departure. Visa fees and processing for U.S. citizens is provided by UMAIE within the visa application timeline specified on the visa instruction sheet.

If a visa is required for your course, and you do not have a passport by October 20, 2018, you will be responsible for obtaining a visa on your own so that we do not hold up the group's visa process. Students holding passports from other countries are responsible for obtaining their own visas.

Information regarding recommended and/or needed immunizations can be found at the CDC website: [www.cdc.gov/travel/](http://www.cdc.gov/travel/). If you are traveling to a destination that requires an immunization, the UMAIE Secretariat will inform you in a timely manner. Additional information regarding passports, visas and immunizations is available from your campus UMAIE Board Member.

## PROGRAM FEE

Per person course price ranges are based on a minimum enrollment for each course. Every effort is made to operate the program within the stated price range. However, if fewer students enroll, costs may be increased or the course cancelled. Individual institutions may assess additional charges. **NOTE:** UMAIE reserves the right to adjust prices due to dollar devaluation, fuel surcharges and general inflation.

The program fee includes round-trip air transportation from Minneapolis-St. Paul (or approved alternate airports) to the course location; airport transfers; visas; transportation to most course activities while abroad; lodging, primarily in twin or triple rooms in hotels, pensions, university dormitories, or family homes (where indicated); continental breakfast daily (exceptions noted on individual course descriptions) and other meals as indicated; tickets for required cultural performances; planned excursions; and administrative costs. **When rail passes or entrance fees are included, they are based on the utilization of youth rates (25 years or under), and a valid student ID will be required to be presented at the entrance. Any additional amount incurred will be the participant's responsibility.**

## UMAIE CAMPUS CONTACT INFORMATION

**Augustana University**, International Programs Office, (605) 274-5050, [ekane@augie.edu](mailto:ekane@augie.edu)  
**Elmhurst College**, Center for Professional Excellence, (630)617-6130, [gail.gilbert@elmhurst.edu](mailto:gail.gilbert@elmhurst.edu)  
**Hamline University**, Global Engagement Center, 651-523-2649, [gec@hamline.edu](mailto:gec@hamline.edu)  
**St. Ambrose University**, Center for International Education, (563) 333-6389, [studyabroad@sau.edu](mailto:studyabroad@sau.edu)  
**St. Catherine University**, Office of Global Studies, (651) 690-6472, [globalstudies@stkate.edu](mailto:globalstudies@stkate.edu)  
**University of St. Thomas**, Office of Study Abroad, (651) 962-6450, [studyabroad@stthomas.edu](mailto:studyabroad@stthomas.edu)  
**UMAIE SECRETARIAT:** Kathy Willemssen, (612)750-7025, [kathy@semint.com](mailto:kathy@semint.com)



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## EXCLUSIONS

Personal expenses are the responsibility of each individual participant. Examples include but are not limited to: passport fees; airline checked baggage fees; excess baggage fees; local public transportation; departure taxes (except U.S.); optional entertainment and excursions; meals not indicated in individual course descriptions; individual room service charges; travel cancellation insurance; porter's fees; laundry and dry cleaning; telephone and fax; personal gratuities; transportation to and from the course departure city.

## FINAL PAYMENT

Accepted applicants are notified of the final program fee by mid-October. Final payment is due before November 3, 2018. Check with your home campus for payment procedures.

## WITHDRAWALS AND REFUNDS

- The full deposit amount is refunded for students withdrawing on or before **4:00 PM on September 14, 2018**.
- The full deposit amount is non-refundable for students who withdraw between **September 15 and October 1, 2018**.
- A refund for cancellations occurring after **October 1, 2018** is based upon recoverable costs. **Recoverable costs will not be calculated until after the group returns in February. The ENTIRE COURSE COST, INCLUDING AIRLINE TICKET, may be forfeited.**
- **If cancellation occurs 30 days or less prior to departure, there will be no refund.** Travel cancellation insurance is recommended for students with pre-existing medical conditions. This insurance must be purchased at the time of application. Please discuss this with your Campus UMAIE Board Member.
- If a course price increases by more than 6% over the highest price in the range (due to general inflation or lower enrollment) a student may cancel without penalty.
- No refund is given to students who wish to omit portions of the course.
- **NOTICE OF CANCELLATION MUST BE SUBMITTED IN WRITING TO YOUR CAMPUS UMAIE BOARD MEMBER. The date this is received is the official date of cancellation.**

## COURSE ORIENTATION

Course orientation will include a self-study and online quiz to be completed early fall, an online webinar meeting in the fall and an on-site orientation session once abroad. More information on these components and the deadlines for completing them is available on the UMAIE website by clicking on the UMAIE Courses tab, then clicking on your course title and following the link to the orientation information.

**FULL PARTICIPATION IN EACH COMPONENT IS MANDATORY.**

## DEVIATIONS

Course prices are based on group air arrangements. The air carriers may assess a service fee for individual changes. Not all airlines allow deviations on group reservations. In addition to the airline service fee(s), an additional fee must be paid to Seminars International, Inc. as follows: through **October 1, 2018** the charge is **\$75; After October 1, 2018, no deviations will be accepted.** Deviation requests must be made in writing to the Chicago Seminars International office via email [TRAVEL@semint.com](mailto:TRAVEL@semint.com). Once the deviation has been booked, these costs are non-refundable and any changes may incur additional costs. Students who deviate are responsible for providing their own transportation to/from the actual course location abroad, and for communicating their final itinerary to their study abroad office. Program fees are based on in and out of Minneapolis/St. Paul International airport. Students from Augustana University, Elmhurst College, and St. Ambrose University will receive further information on possible connecting flights upon acceptance.

## COURSE CANCELLATION BY UMAIE

During the year, UMAIE may need to cancel a course. Events that could cause UMAIE to cancel a course include:

- Low enrollment
- Faculty withdrawal
- Travel warnings issued by the U.S. Department of State

If a course is cancelled by UMAIE, all fees that can be recovered will be refunded.

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