

## Application Instructions

### How to apply

#### Step 1

Please carefully read these instructions and all associated forms in their entirety. Upon completion of the entire application **submit your online enrollment. Send all required attachments and payment (if paying by check) to Intrax Study Abroad.** In order to be considered for acceptance all forms must be complete and all attachments received by our office. Prior to acceptance, Intrax will contact you to schedule a brief interview. We recommend using a track-able mail carrier service (Certified USPS, FedEx, DHL, etc.) when sending your required attachments to:

**Intrax Study Abroad Culture+**  
**600 California Street, 10<sup>th</sup> Floor**  
**San Francisco, CA 94108**

#### Step 2

**Application Agreement:** Familiarize yourself with the terms and conditions of Intrax Study Abroad which are included at the end of the application. It is important that you fully understand this information and sign the agreement prior to acceptance to the program. These rules have been established to promote a safe, successful and enjoyable experience for you.

#### Eligibility:

- **All applicants must maintain a minimum 2.5 GPA (if currently attending university)**
- **Be at least 18 years old before the trip commences (students under 18 will be accepted on a case by case basis only)**
- **Be of good character and in good health**
- **Demonstrate the emotional and social maturity necessary to adjust to a foreign environment**

#### Step 3

##### Required Attachments

1. **\$325.00 payment at time of enrollment (\$75 nonrefundable application fee plus your \$250 deposit).** Upon acceptance, the deposit will be applied toward your program price. **Payment should be made payable to Intrax Study Abroad** via personal check, money order or cashier's check. Intrax also accepts payment by Visa, MasterCard or AMEX. **If paying by check, include your name, program destination and dates in the memo portion of the check.**
2. **Current Transcripts:** Submit one copy of your college transcripts (unofficial copies accepted).
3. **Copy of passport:** Include a clear and legible photocopy of the photo page of your valid passport. If you do not have a passport you may complete this enrollment application now and send a copy later. If you need to apply for or renew your passport, please do so now. Consult the US State Department at [http://www.travel.state.gov/passport/passport\\_1738.html](http://www.travel.state.gov/passport/passport_1738.html) for the most current information. NOTE: Your passport should be valid at least 6 months after the end of your program so as to avoid any complications at immigration. You are responsible for acquiring your passport and visa, if necessary, prior to your departure. If you are traveling on a non-US passport you are responsible for ensuring that you have obtained all the necessary documentation and visas for travel to the host country and return to the United States.
4. **Passport Photos:** Include two (2) passport sized photographs. Each photo must be 1.5"x 2", in color, with a plain white background and printed on photo paper. **Please write your full name clearly on the back of each photo.**
5. **Academic Credit / School of Record:** If you are applying for academic credit, there is a **\$350** transcript fee for using our School of Record (SOR). For more information on receiving credit for this program, please contact a program advisor at 800-579-1709.
6. **Personal statement.**

## INTRAX STUDY ABROAD PROGRAM APPLICATION

**Program Name:** \_\_\_\_\_

**How did you hear about Intrax Study Abroad?** Circle all that apply

Google Yahoo MSN Studyabroad.com Brochure Catalog Friend Study Abroad Advisor College Professor  
Fastweb Study Abroad Fair School Presentation INTRAX Alumni Other: \_\_\_\_\_

### A. PERSONAL DATA:

**Permanent contact information (your home address):**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle initial: \_\_\_\_\_  
**Name exactly as it appears on your passport.**

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Telephone No: ( ) \_\_\_\_\_ Cell Phone No: ( ) \_\_\_\_\_

**Email address:** \_\_\_\_\_

*This e-mail address must be current as information will be communicated via email*

Social Security number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gender:  F  M Date of birth (mm/dd/yyyy): \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Passport Number: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Country of issue: \_\_\_\_\_

**Mailing Address (if different than above):**

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

This address is valid until: \_\_\_\_\_ Telephone No: ( ) \_\_\_\_\_

**Emergency Contact (not traveling with you):** Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Telephone or Cell phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## B. SCHOOL DATA

**Required: Submit one copy of your college transcripts (unofficial copies acceptable)**

### Current School Information

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

Current Academic Class: \_\_\_\_\_

Major: \_\_\_\_\_

## C. ACADEMIC CREDIT

- If you are applying for academic credit, there is a **\$350** transcript fee for using our School of Record (SOR). For more information on receiving credit for this program, please contact a program advisor at 800-579-1709.

## D. PERSONAL STATEMENT: required attachment

Type a 300 – 500 word statement that answers the following and send to Intrax.

- Share any personal experiences that have prepared you to live and study in a foreign country.
- What are your objectives for your time overseas with Intrax Study Abroad?

## E. STATEMENT OF HEALTH

- Have you ever had any of the following?

	<b><u>YES</u></b>	<b><u>NO</u></b>
Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>
Vertigo, Dizziness	<input type="checkbox"/>	<input type="checkbox"/>
Sleepwalking	<input type="checkbox"/>	<input type="checkbox"/>
Depression	<input type="checkbox"/>	<input type="checkbox"/>
Eating disorder	<input type="checkbox"/>	<input type="checkbox"/>

If you answered **Yes** to any of the above, please provide details, dates of illness and current status: \_\_\_\_\_

- Do you have any allergies?  Yes  No If yes, please describe. \_\_\_\_\_

- Are you currently using any prescription drugs and/or medication that you will be taking while studying abroad?  Yes  No
- If yes, give details and list specific drugs being used. \_\_\_\_\_

- Do you have any conditions that would restrict your participation in physical education and/or sports activities?  
 No  Yes If, yes, please explain. \_\_\_\_\_

## F. PAYMENT INFORMATION

A total of \$325.00 must be submitted with this application. (Refer to the Application Instruction for details.)

Please check your payment option:

Visa  MasterCard  Amex  Check (please make checks payable to Intrax Study Abroad with your name and program destination and dates in the memo line)

For **credit card** payments, provide the following information:

Card Type:  Visa  MasterCard  AMEX

Name as it appears on the card: \_\_\_\_\_

Billing address of the cardholder: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration date: \_\_\_\_\_

## TERMS AND CONDITIONS

### Terms and Conditions

**Traveling with Intrax Study Abroad:** Participants on an Intrax Study Abroad (Intrax) program are encouraged to travel with an open mind and courtesy for others. We believe that it is important to maintain a positive attitude towards your fellow program participants and also to the people of your host country, their culture and way of life. Accommodations and meals, particularly outside larger cities, may be quite different than what you are used to at home. Please enjoy them in the spirit of adventure, which is the reward of foreign travel. Intrax reserves the right to refuse service and/or terminate the participation of any program participant whose health, mental condition or physical infirmity impedes the operation of the program, or whose conduct is discourteous to others or incompatible with the best interests of the group. In case of removal, participant shall have no claim for refund of any kind for any portion of the program, used or unused.

**Accommodations:** Often, quoted hotels/accommodations are not confirmed until the entire group has made the initial deposit. Intrax reserves the right to change hotels/accommodations, if necessary, within the same category. Changes in hotels/accommodations do not warrant cancellation by participant without penalty. All rates are based on double occupancy. A limited number of single rooms may be available at a supplemental charge due at the time of final payment.

**Alterations to Published Itinerary:** Intrax reserves the right to alter, modify, or withdraw the itinerary of any program if air schedules (if included) and/or events beyond the organization's control deem it necessary. Itinerary changes made by contractors abroad are beyond the control of Intrax and should changes be made, the participant and Intrax are bound accordingly. Intrax reserves the right to cancel any program due to under enrollment, full refunds will be offered to participants in this event.

**Itinerary Deviations:** Extensions after the program must be requested in writing to Intrax as soon as possible but no later than 90 days prior to departure. A deviation fee may apply plus any supplemental airfare (if included). Intrax assumes no liability or responsibility for any participants deviating from the group program.

**Not included in the cost of program:** Visa fees not specifically mentioned; passport and passport photos; items of a personal nature such as laundry, tips, telephone calls, beverages or items not covered with included meals; meals not included; optional excursions, excess baggage charges; luggage handling in the U.S. at the beginning and end of the program; expenses due to flight delays or other irregularities.

**Medical Release Authorization:** By enrolling in an Intrax Study Abroad program you are agreeing to all terms and conditions including authorizing Intrax, its representatives, and host families to seek medical attention on behalf of the participant in the event of sickness, accident, or other emergency during the program. You also authorize any physician to release any information acquired in the course of examination or treatment. This authorization shall be valid for the entire duration of the Intrax program.

**Indemnification:** As a further condition of participation in an Intrax Study Abroad program, the participant agrees to indemnify and hold Intrax harmless from any liability or expense, including court costs and attorney's fees, resulting from any injury, loss or any other damage or expense caused by the participant during his/her participation in the program.

**Program Price:** Prices are based on rates of exchange, land, and air tariffs (if included) as of the date of initial deposit and are subject to adjustment due to circumstances beyond the control of Intrax, including lack of participation and currency exchange rate fluctuations..

**Air Transportation (if included):** Departures from the U.S. are on recognized scheduled air carriers utilizing special group fares. The specific airline, fare used, and itinerary is at the discretion of Intrax and is not confirmed until the minimum group size has been met. Airlines and schedules are subject to change at all times.

**Cancellations:** Cancellations will only be accepted in writing via email, fax or mail addressed to Intrax Study Abroad, 600 California Street, Floor 10, San Francisco, CA 94108. The date the cancellation is received by Intrax shall be deemed the cancellation date.

**Standard Cancellation Fees:**

- Up to 90 days prior to departure, the cancellation fee is \$100.00 per person
- Between 90 and 61 days prior, the cancellation fee is 25% of the program price
- Between 60 and 31 days, the cancellation fee is 50% of the program price
- Between 30 days and day of departure, the cancellation fee is 100% of the program price per person

**Arbitration.**

Any controversy or claim between participant and Intrax involving any of the terms, provisions, or conditions of this agreement shall, on the written request of either party served on the other, be submitted to arbitration. Arbitration shall comply with and be governed by the provisions of the California Arbitration Act. An arbitrator shall not have the authority to alter, amend, or modify any of the provisions of this agreement.

**Waiver: Amendment; Modification.**

No term or condition hereof will be considered waived by Intrax, and no breach excused by Intrax, unless such waiver or consent is in writing signed by Intrax. The waiver by Intrax of, or consent by Intrax to, a breach of any provision of this Agreement by participant, shall not operate or be construed as a waiver of, consent to, or excuse of any other or subsequent breach by participant. This Agreement may be amended or modified only by mutual agreement of authorized representatives of the parties in writing.

**General Information**

**Accident & Sickness Insurance**

Intrax includes medical and accident insurance for every program participant. This coverage includes:

- \$100,000 Accident & Sickness Medical Expense (\$0 deductible)
- \$75,000 Emergency Medical Evacuation
- \$10,000 Accidental Death & Dismemberment
- \$25,000 Repatriation of Remains
- Bedside visitation by friend or relative – economy class airfare and hotel, \$2,500 maximum benefit
- Global Assistance Services: International Medical Assistance and Evacuation

The policy is underwritten by Highmark.

Intrax Study Abroad, a California corporation represents, and is the agent for, certain carefully selected carriers, wholesalers and service companies, all of which are disclosed principals and independent contractors. Intrax is not responsible for any negligent act or omission by any of these organizations, such as ship or flight delay, cancellations or prevention of the performance of any obligation or its part to be performed including, but not limited to, any product sold by Intrax resulting from seizures under local process, sanctions, quarantine restrictions, acts of governmental authority, strikes, work stoppages or labor disputes (whether resulting from disputes between carriers and employees, or between other parties), war or hazards incident to a state of war, fire, acts of god or nature including, without limitation, floods, earthquakes or weather conditions, mechanical difficulties, riots or civil commotions, or any other acts, matters of things, whether or not of a similar nature, beyond control of Intrax or its representative carriers, wholesalers and service companies. CST# 1003992-50

I, the undersigned, have read and fully understand and agree to adhere to the Intrax terms and conditions.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature