

# Seville, Spain

## Summer Session



## ICISP Study Abroad Program

### Details

Students interested in residing and studying in another country for a longer period of time may participate in a summer session abroad program offered through the Illinois Consortium for International Studies and Programs (ICISP). Earn up to 18 credits of CLC general education courses while studying at The International College of Seville in Seville, Spain.

### Program Dates:

**Summer Session: May 25, 2015 – June 28, 2015**

**Cost:** Semester estimated @ \$5,125 plus airfare (price subject to change without notice)

**Includes:** Instructional costs, homestay lodging, travel insurance, some meals and course field trips

**Application Deadlines:** Summer Session: March 15<sup>th</sup>

**For More Information Visit:** [www.clcillinois.edu/cie](http://www.clcillinois.edu/cie)

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For more information, contact:  
Center for International Education  
[www.clcillinois.edu](http://www.clcillinois.edu)  
(847) 543-2000



# ICISP Study Abroad Application Checklist

**Applicant Name:** \_\_\_\_\_  
**Home College:** \_\_\_\_\_  
**ICISP Representative:** \_\_\_\_\_

**The following items constitute a complete application:**

- \_\_\_\_\_ Completed application packet including pages 1 – 6 (pages 8 -11 of the packet are for reference for the student)
  1. Checklist (pg 1)
  2. Application page including course selections (Passport numbers may be submitted after the student receives his/her passport.) (pg 2)
  3. Housing form (pages 3, 4)
  4. Terms of the Program: (pages 5, 6)
    - Release Agreement
    - Medical Agreement/Permission for Emergency Treatment
    - Participant Information including cancellation and refund policy
    - Student Conduct Agreement including expectations and dismissal policy
  
- \_\_\_\_\_ A typed essay explaining the reasons for participating in the study abroad program, including expectations and how the program relates to personal and/or career goals. (1000 word minimum.)
  
- \_\_\_\_\_ An *official* college transcript to verify student's GPA and completion of college writing sequence (Either IAI C1900 and C1901R or C1900R or C1900) or equivalent. Another transcript may be needed at the conclusion of the current semester if eligibility requirements for the program are in progress. ICISP representatives are required to review transcripts to verify student eligibility. Do not have transcripts sent directly to ICISP. If they are not included in the student's application package, they must first be sent to the student's ICISP representative to review and forward to the ICISP office.
  
- \_\_\_\_\_ Two recommendation forms (pages 12, 14). At least one recommendation form needs to be completed by a faculty member. The student may choose another college staff or faculty member as his/her second reference. Recommendations are to be returned to the ICISP representative.
  
- \_\_\_\_\_ Canterbury applicants must complete and include the Canterbury Application and Accommodation Forms (page 16).
  
- \_\_\_\_\_ A \$500 deposit/application fee paid to the student's home institution must be submitted with the application. The fee will be applied to the program cost after acceptance. Please attach a photocopy of the student's payment to the application.
  
- \_\_\_\_\_ Seville and Salzburg applicants need to submit a digital photograph.
  
- \_\_\_\_\_ Optional: Submit ICISP Founders' scholarship application which requires additional photocopy of student's transcripts. (Deadlines: Fall Programs – May 15th, Spring Programs– October 15th, Summer Programs – February 15th)

**The completed application packet (excluding recommendation forms) must be submitted to the home institution's ICISP representative allowing sufficient time for the representative to forward the packet that must be received in the ICISP office by the application deadline: Fall Programs – May 15<sup>th</sup>, Spring Programs – October 15<sup>th</sup> and Summer Programs- February 15th. Applications submitted to the ICISP office using outdated forms will be returned to the student's representative. Late applications will not be considered.**

ICISP Representative:

I verify that all items listed above are included in this application. Furthermore, I have reviewed the study abroad application, verified eligibility, and support the student's application to study abroad.

\_\_\_\_\_ ICISP Representative's Signature

\_\_\_\_\_ Date

\$ \_\_\_\_\_ payment received by home institution on \_\_\_\_\_ (date) Attach photocopy of all payments.

Comments: \_\_\_\_\_





# ICISP Study Abroad Application Housing Form (Page 1 of 2)

STUDY ABROAD PROGRAM

SEMESTER/YEAR

LAST NAME

FIRST NAME

MIDDLE NAME

Female ( )

Male ( )

DATE OF BIRTH (dd/mm/yyyy)

PLACE OF BIRTH (city and state)

PASSPORT NUMBER

COLLEGE PRESENTLY ATTENDING

MAJOR

MINOR

Write brief comments on the topics below.

CAREER PLANS:

WORK EXPERIENCE:

TRAVEL EXPERIENCE:

SPECIAL INTERESTS AND/OR HOBBIES:

LANGUAGE(S) STUDIED AND/OR SPOKEN:

HOW DID YOU FIND OUT ABOUT THE PROGRAM?



## ICISP Study Abroad Application Housing Form (Page 2 of 2)

One of the most important experiences of the ICISP Programs is the living situation with families. Living with a family gives you greater insight into the society and culture as well as a "home away from home". Although living with a family requires some adjustments, at times even the sacrifice of a small amount of your independence, almost all students in the past have agreed that living with a family is definitely preferable to dormitory living. However, you can be assured that the families perfectly understand that you are adults, that you wish to travel on weekends, that there are no curfews, etc. Ultimately, it will depend upon you, whether you wish a very personal close relationship with your family or whether you prefer a more independent situation. Most homestays in Canterbury and Seville are located no further than a 40 minute walk to campus. For homestays in Salzburg, students may need to take a bus to campus.

In order to give the college administration input on the housing arrangements preferred please fill in the information below.

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

I would prefer a family:                     with children                     without children                     no preference

I would prefer:                                     close contact                                     more independence

If possible, I prefer a single room                                     yes                                     no

I smoke:     yes     no

I am a vegetarian:                                     yes     no

This is my first time living away from home:                                     yes     no

On a scale of 1-9, with 9 very comfortable and 1 not at all comfortable...

How comfortable are you with dogs?                                    \_\_\_\_\_

How comfortable are you with cats?    \_\_\_\_\_

How comfortable do you feel about living abroad?                                    \_\_\_\_\_

List any allergies you have: \_\_\_\_\_

I would like to have \_\_\_\_\_ as a housemate (please note that this request may not be honored by the host institution).

Other comments:

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## ICISP Study Abroad Application Terms of the Program (page 1 of 2)

### Release Agreement

I, the undersigned, having applied to the ICISP Study Abroad program in \_\_\_\_\_  
for the \_\_\_\_\_ semester, 20\_\_\_\_, do covenant and agree as follows:

I release ICISP and the host institution from any liability or damage or loss of property, injury, illness, or death during the period of the program.

I understand and agree that neither the Illinois Consortium for International Studies and Programs (ICISP), its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of ICISP, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program. I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I further understand and agree that when I travel independently from travel arrangements and fieldtrips organized by the host college and/or by ICISP for participants in the Program I do so at my own risk. I assume responsibility for my own health, safety, and responsibility for all of my luggage and valuables as a result of this decision. I hold the host college and ICISP harmless for this decision and was advised as to my personal responsibility for this decision.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, that my rights to a refund of any program fees may be limited and that I would no longer have access to any of the facilities of the Program.

I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the McLean County Illinois Circuit Court and be determined by the laws of the State of Illinois.

I represent that I am at least eighteen years of age or, if not, that I have secured below the signature of my parent or guardian as well as my own. I further represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with any advisers, counselors, or attorneys of my choice.

I agree that, should any provision or aspect of this agreement be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.



## ICISP Study Abroad Application Terms of the Program (page 2 of 2)

### Medical Agreement and Release/Permission for Emergency Treatment

On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing ICISP representatives abroad to secure any necessary treatment.

In the event of injury or illness, I hereby authorize any representative abroad of ICISP to secure any necessary treatment, including the administration of an anesthetic and surgery.

### Agreement to terms of ICISP Study Abroad Programs

I acknowledge that I have read and understood:

- The Release Agreement (pg. 5)
- The Medical Agreement and Release/Permission for Emergency Treatment (pg. 6)
- the Participant Information including Cancellation and Refund Policy (pages 8 - 11)
- the Student Conduct Agreement including expectations and dismissal policy (pages 10, 11)

As an applicant to the program, I agree to such terms.

\_\_\_\_\_  
Signature of Student Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Program (Destination)

\_\_\_\_\_  
Semester/year

WITNESS SIGNATURE

\_\_\_\_\_  
Signature of Parent or Legal Guardian  
if Participant is under 18 years of age

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

This page is intentionally blank for printing.  
Pages 8 through 11 are designed to be kept by the student for reference.



# ICISP Study Abroad Application

## Participant Information

### Program Price

Your campus ICISP representative has provided you with an itemized list of activities and services covered by the program price. It also stipulates anticipated expenses that are not covered by your program fees. The costs are estimated based on the rates of exchange between U.S. dollars and foreign currencies at the time the price was established. As a result, the **program cost is subject to change**. Every effort is made to establish a realistic price for the program. **However, in the unlikely event that it becomes necessary to increase the program cost after it has been advertised, participants may withdraw from the program within seven days of the date of the revised invoice with no penalty whatsoever.** Withdrawal for reasons other than price increase falls under the normal cancellation policy described in a separate section.

### Use of Photos and Testimonials

Students participating in ICISP study abroad programs permit ICISP to use their names and photographs taken during the education abroad experience and statements made in written program evaluations in study abroad publications, reports, press releases, promotional literature, websites, and posters. ICISP reserves the right to copyright all photos and promotional literature used by the consortium.

### Passports

Students who do not have a passport at the time of application are strongly encouraged to apply for a passport immediately. **Failure to secure a passport may mean that the student will not be able to participate in the program.**

### Air Transportation

Participants will make their own flight arrangements to their destination. Each ICISP program will provide information on meeting the group at a pre-arranged time and place (usually an airport or the point of entry for the group). **Failure to meet the group on time and any extra costs incurred as a result is solely the responsibility of the participant.**

### Deposits and Payments

A \$500 deposit is due with the completed application form and subject to the cancellation and refund policy on page 9. Applications received after the final deadline will not be considered. Please submit all payments payable to applicant's home institution to the ICISP representative. **Final payments must be made to the home institution prior to the orientation date. Payments must be made on schedule or the student risks being dropped from the program.**

### Orientation

The student will be informed by the ICISP office of acceptance to the program and the date, time and location for the orientation session. Orientation sessions for Canterbury, Salzburg and Seville are generally held from 9:30 a.m. to 1:00 p.m. at Heartland Community College in Normal, Illinois approximately 6 weeks prior to departure. Orientation is mandatory.

Final processing, meeting other participants and obtaining detailed program information during orientation will maximize the student's experience.

### **Financial Aid**

Students apply for financial aid on their home campus. ***Students who will receive financial aid, but not in time to make scheduled payments, must arrange for a short-term loan.*** Deposits must be made on time to overseas institutions and vendors so the Consortium cannot wait for payments beyond the established deadlines.

### **Cancellation and Refunds**

***If, for any reason, the Consortium cancels a scheduled study abroad program prior to departure, ICISP's only liability will be to refund the monies paid into the program by the student.***

Please understand that, if you change your plans FOR ANY REASON, ***your right to a refund is limited.*** The following cancellation schedule applies to all ICISP consortial programs.

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#### **Written Notice received by ICISP**

#### **Cancellation Penalty**

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Up until two weeks before orientation

No penalty

From two weeks before orientation  
until two working days after orientation

A cancellation penalty of the application  
fee/deposit will be imposed.

Three or more working days  
after orientation

The cancellation penalty will be determined by  
ICISP based upon advance deposits and  
payments made on behalf of the student.

Day of departure or later

**NO REFUND**

#### **ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO:**

Heartland Community College/ICISP  
ICISP Program Assistant  
1500 West Raab Road  
Normal, IL 61761-9446

CAMPUS: 309-268-8664  
FAX: 309-268-7986  
EMAIL: karen.huber@heartland.edu

**No refunds will be made for any services provided in the itinerary that you do not use.**

If you have any questions regarding the above information, please contact your ICISP representative or the ICISP Program Assistant at the above address.



# ICISP Study Abroad Application Student Code of Conduct and Agreement

Participation in the Illinois Consortium International Studies and Programs (ICISP) study abroad program is conditional upon the understanding and following of specific behaviors, rules of the host country and your home institution, and accountability for one's actions while participating in the program. Therefore, ICISP representatives, as well as those in charge of ICISP programs on site, have full authority to enforce agreed-upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's ICISP representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

## **PERSONAL CONDUCT**

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of the host institution. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

## **PROGRAM PARTICIPATION and CLASS ATTENDANCE**

Students are expected to attend classes, maintain a full time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the on-site program directors. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

## **INDEPENDENT TRAVEL**

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at the overseas institution is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform their host family, as well as the ICISP or other representatives of the program, of overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

## **LEGAL PROBLEMS**

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of the host country. ICISP cannot be held responsible for the well being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. The host institution, ICISP, or the student's host College does not guarantee what, if any, assistance can be provided.

## **DISMISSAL POLICY**

The In-Country Program Directors reserve the right to dismiss any student at any time for any of the following infractions:

- ◆ violation of any rules mentioned above,
- ◆ disruptive behavior,
- ◆ excessive absences from the academic program including field trips,
- ◆ use of illegal drugs,
- ◆ excessive use of alcohol,
- ◆ any conduct that appears in the In-Country Program Director's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program.

Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.

## **DISMISSAL PROCEDURE**

1. The In-Country Program Directors, the host institution, or the host family identifies violation of any program rules.
2. In-Country Program Directors discuss the violation with the student and a course of action is agreed upon and documented. This is faxed to the ICISP Study Abroad Coordinator who will contact the ICISP representative.
3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the In-Country Program Directors for immediate dismissal.

All students participating in an ICISP program must sign this agreement. Any student who refuses to sign will not be allowed to participate in an ICISP program.



# ICISP Study Abroad Application College Faculty or Staff Recommendation (Form 1)

\_\_\_\_\_ has applied for admission to the Study Abroad Program  
in \_\_\_\_\_ for the \_\_\_\_\_ semester, 20\_\_\_\_\_.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

**Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.**

\_\_\_\_\_  
Printed Name of Reference

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Title - Division/Department

\_\_\_\_\_  
Date

Please return this form to \_\_\_\_\_ on or before \_\_\_\_\_  
ICISP Representative (date)

This page is intentionally left blank so recommendation form may be distributed as needed.



# ICISP Study Abroad Application College Faculty or Staff Recommendation (Form 2)

\_\_\_\_\_ has applied for admission to the Study Abroad Program  
in \_\_\_\_\_ for the \_\_\_\_\_ semester, 20\_\_\_\_.

Please indicate below your evaluation of this student:

	Excellent	Good	Poor	Unable to Judge
Probable academic success	5	3	1	0
Dependability	5	3	1	0
Maturity	5	3	1	0
Ability to get along with others	5	3	1	0
Adaptability to a new environment	5	3	1	0
Independence	5	3	1	0
Trustworthiness	5	3	1	0
Open-mindedness	5	3	1	0
Social contact	5	3	1	0
Sense of humor	5	3	1	0
Good ambassador from your college/United States	5	3	1	0

**Please comment on the student's ability to do academic work abroad and to adjust to living in a foreign environment.**

\_\_\_\_\_  
Printed Name of Reference

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Title - Division/Department

\_\_\_\_\_  
Date

Please return this form to \_\_\_\_\_ on or before \_\_\_\_\_  
ICISP Representative (date)

This page is intentionally left blank so recommendation form may be distributed as needed.



**Additional Application Form for Students Applying for the Canterbury Program**

**Application Form**

Status (Please Specify): Mr./Mrs./MS/Miss	Male/Female:
Given Names:	Family Name:
Date Of Birth (Day/Month/Year):	Citizenship: U.S. _____ Other: _____ Specify: _____
Country Of Current Residence:	Passport Number:
Telephone Number:	Mobile Number:
Fax Number:	Email Address:

**Accommodation Application Information for Canterbury**

Special requirements/allergies
Preferences for accommodation placement
Other things your home stay family should know about you
Message for the home stay family



**ICISP SUMMER-IN-SPAIN PROGRAM  
OFFERED IN CONJUNCTION WITH THE INTERNATIONAL COLLEGE OF SEVILLE**

***Summer 2015  
Schedule and Fees***

<b><u>DATES:</u></b>	Recommended US departure:	May 21, 2015
	Registration & Orientation:	May 23, 2015
	<b><i>CLASSES BEGIN at ICS:</i></b>	May 25, 2015
	<b><i>DEPARTURE:</i></b>	June 28, 2015

**COST**

1. SPAIN PROGRAM FEES \$5,125

(includes instructional fees, airport reception for designated flights, housing with laundry and full meal plan, health insurance [private clinics, medical specialists, house calls, 24-hr. support service], free cell phone for duration of semester, cultural visits, fieldtrip excursions, free Wi-Fi access, tutorial assistance, on-site library and study areas, "intercambio" program with Spanish students, and ICISP fees). It also includes a \$100 refundable housing deposit which will be returned to the students at the end of the semester, if there are no charges.

2. COLLEGE TUITION Contact study abroad office at home college
3. ROUND-TRIP AIRFARE TO SPAIN Approximately: \$1300 from major US cities  
(varies by departure city and day of travel)

**PAYMENTS**

Students must register and pay tuition and all program fees before departure. Flights reservations are made by student and airfare is paid by student directly to the airline/travel agent. In the event of cancellation before departure, program fees will be refunded at a decreasing level minus a non-refundable service fee. Please see the ICISP rep. for more information. No refunds will be made after the first day of classes in Spain.

**ROOM & BOARD OPTIONS**

Spanish Family (one or two students per home includes 3 meals per day and laundry)

**PASSPORT REQUIREMENTS**

A valid US Passport is required. A visa is not required for the summer program.

## **COURSES & CREDITS:**

(Prerequisite: Minimum 2.75 GPA; no previous study of Spanish is required).

Program participants attend classes at the International College of Seville. Students earn 6 – 7 semester credit hours.

### Required

Spanish Language (3 – 4 credit hours)

Culture & Society of Spain (3 credit hours)

## **FOR FURTHER INFORMATION CONTACT:**

Susan Kerby  
Study Abroad Specialist/Seville Coordinator  
College of DuPage  
425 Fawell Blvd, BIC 3509  
Glen Ellyn, IL 60189  
(630) 942-3078  
[kerbys@cod.edu](mailto:kerbys@cod.edu)

Karen Huber  
ICISP Coordinator  
Heartland Community College  
1500 W Raab Rd  
Normal, IL 61761-9446  
(309) 268-8664  
(309) 268-7964 (fax)