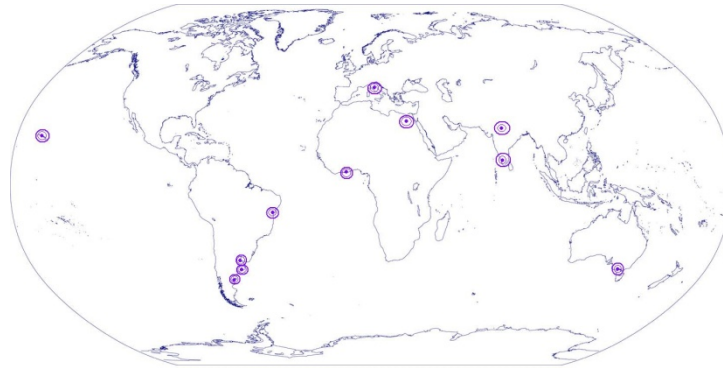


WINTER 2012

EDUCATION ABROAD APPLICATION INSTRUCTIONS AND PROGRAM POLICIES

FOR HUNTER COLLEGE PROGRAMS ONLY

(Keep the Instruction pages for your records)



**Submit Application to Hunter College Office of Education Abroad, Room E1447
695 Park Ave, New York, NY 10065**

Please note: Submitted applications are not returned, even if the student withdraws from the program. However, we need all NEW information whether or not you applied before.

REQUIREMENTS

- You must have a **GPA of 2.5 or higher** (unless otherwise indicated in the program description)
- You must fulfill program prerequisites, if any.
- You must NOT have any stops on your record and be a student in good standing.

DEADLINES

October 11 – application deadline for students applying for STOCS grants. All students applying for STOCS need to hand in the program application to the Education Abroad Office **and** the STOCS application to the CUNY STOCS Office by this date (see:

<http://www.cuny.edu/academics/programs/international/students/scholarships/stocs.html>).

October 21 – application deadline for all other students

November 18 – final program fee payment for **all** participants **regardless of funding source**, i.e. Honors College, STOCS, loans, etc.

For tuition payment deadlines: follow the schedule for Winter Intersession as provided on the Bursar's page: <http://www.hunter.cuny.edu/bursar>

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City University of New York

ACCEPTANCE

Spaces in the programs are limited. It is in your best interest to apply early!

Space permitting, applications from eligible students may be considered after the deadline. \$25 late application fee will be charged. Students will be notified by e-mail of their acceptance.

PLEASE NOTE: ALL CORRESPONDENCE WILL BE DONE THROUGH YOUR HUNTER (OR YOUR SCHOOL'S) EMAIL ACCOUNT. If you do not regularly check/use your school email address please make sure it is forwarded to the one you use. Once the program is filled, the remaining qualified students will be put on a waiting list. Senior Citizen Auditors (age 60 and over) will be accepted only if there is space available after all qualified students have been admitted. They will register at their normally assigned time.

PERSONAL STATEMENT

Please attach a typewritten personal statement that, in 500 words or less, explains how your participation in this particular study abroad program will advance your personal, educational, and/or career goals. Please note, that if you are applying for STOCS, you can use the same statement for both the program and STOCS application.

IMPORTANT DATES

Orientation sessions will take place over the weekend of November 5 & 6. Specific times will be announced later. **Make sure to reserve time for these mandatory meetings.**

Program dates indicate the day **you need to arrive** at the site (in most cases it means that you need to fly the day before) and the day **the program ends** (this is the day you need to leave from the provided housing).

FINANCIAL INFORMATION AND CANCELLATION POLICY

NOTE: All payments must be made by money order or certified check made payable to Hunter College. No personal checks, cash or credit cards are accepted. DO NOT ENDORSE.

Application Fee and Deposit

Each Application must be accompanied by a \$350 **Money Order or Certified Check**, which will be applied to the program fee. If you withdraw from the program prior to the application deadline, you will be refunded your deposit, minus \$50, which will be kept as the application fee. If you withdraw from the program after the application deadline, you will lose your entire \$350 deposit.

- **Program Fee**

Before the starting date of the program, students will be financially responsible for **any non-recoverable costs** associated with the program fee at the time of withdrawal. Non-recoverable costs are financial commitments (such as housing deposits, field trip pre-payments, etc.) made on behalf of students. These costs vary by program and typically increase closer to the departure date. After the starting date of the program, the student will be financially responsible for **the entire program fee**. There will be no refunds for late arrivals or early departures.

HUNTER

City University of New York

- **Withdrawal from Program**

Notification of withdrawal must be made in writing to the Office of Education Abroad before the withdrawal will be officially recognized. Otherwise, students will be responsible for all program fees. The date on which the written notification is received is the date by which the financial calculation will be determined. If a balance is due to the Office of Education Abroad or the Office of the Bursar at the time of withdrawal, that amount must be paid in a timely manner.

TUITION

CUNY tuition is **NOT** included in the program fee and must be paid directly to the Bursar (students from other CUNY colleges pay their home school). **Check the Bursar's website: <http://www.hunter.cuny.edu/bursar>** and follow the payment schedule for Winter Intersession.

Proof of tuition payment needs to be presented to the Office of Education Abroad prior to departure. Before the starting date of each program, canceling students will be refunded full tuition. **After the starting date of the program, tuition will be refunded following the Bursar's refund policy.**

IF THE PROGRAM IS CANCELLED BY THE OFFICE OF EDUCATION ABROAD, ALL PAYMENTS WILL BE REFUNDED.

VISAS

All visas (if required) are the responsibility of the student. If you are **NOT** a US citizen, make sure to inquire early with the consulate of the country to which you are going to see if you need a visa. If a visa is needed, contact the Office of Education Abroad before you apply for one.

TRAVEL

In most cases, there is not going to be organized group travel to the program site and students will be expected to arrive on the date indicated. Accepted students should make their travel arrangements shortly after the application deadline (once it is determined that the program is not cancelled), since prices go up with time. In programs where airfare is included, the Office of Education Abroad can't make any changes in departure or return dates.

HOUSING AND MEALS

- Co-ed housing is not available
- Guests are not allowed to stay in program housing
- Accommodation for special meals, diets or rooming preferences cannot be guaranteed

INSURANCE

Hunter College will purchase international health insurance for students travelling abroad. All students may want to consider buying travel insurance when purchasing their airfares.