GUSTAVUS ADOLPHUS COLLEGE
2007 Off-Campus January Interim Experience Course Application
Rules and Procedures

Application Dates April 12 - October 6, 2006.
Completed applications are submitted to the International Education Office, International Center, for international courses and the January I.E. Office, 216 Administration Building for domestic courses. Each application must be signed by your academic advisor and be submitted with a $350 deposit made payable to Gustavus Adolphus College. A one page personal statement explaining how the course will meet your educational goals must also accompany each application. If any unofficial transcript is required, it is stated in the individual course description. Instructors will screen the applications to see if all prerequisites are met where applicable. EARLY REGISTRATION IS ADVISED ON THE LOTTERY DATE OF APRIL 12, as many courses have enrollment limits. Applications submitted after September 30th, must be accompanied by the total course fee. 4-1-4 exchange students will be accepted from Sept. 15, 2006 through October 6, 2006, if there are available spaces.

Confirmation You will be notified if you are 1) accepted to the course; 2) placed on a waiting list; 3) not accepted into the course. Courses are filled on a rolling admission basis. Your registration at Gustavus is automatic when you enroll in a course and the course is confirmed. In the event a course is filled or cancelled due to low enrollment, students are notified and refund of the deposit is made to your student account.

Credit/Grading Courses can give letter grades or pass/fail at the discretion of the instructor. In courses with a grading option, students will select (with their instructor) their option before the third day of January Interim Experience. Any January I.E. course used to fulfill a major/minor or an area requirement cannot be taken on a pass/fail basis.

Comprehensive Fee Costs listed are approximate and based on a minimum for each course. Every effort is made to operate the course at the stated price. However, with fewer participants, costs may be increased or the course cancelled. (See Withdrawals and Refunds) Gustavus reserves the right to adjust fees due to dollar devaluation, fuel surcharges, and general inflation. The comprehensive fee for international destinations normally includes round-trip air transportation from Minneapolis-St. Paul to course location; airport transfers, visas (where required for U.S. citizens); transportation to course activities while abroad; lodging, primarily in triple rooms in hotels, pensions, university dormitories, family homes, or as otherwise indicated; meals as indicated; tickets for required theatrical and musical 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). Any additional amount incurred will be the participant’s responsibility. Please see specific course descriptions for pricing details.

Exclusions Expenses and items not specifically mentioned herein are not covered, including but not limited to: passports, local subway, bus and tram fares, departure taxes (except U.S.); optional entertainment and excursions; beverages (except for coffee or tea with breakfast); individual room service charges; travel insurance; porter’s fees; laundry and cleaning; telephone and fax; personal tips; transportation to and from point of course departure.

Passports and Immunizations Students on international courses must possess a valid passport by Nov. 1, 2006. Passports should be valid through August, 2007. Information on passports and required/recommended immunizations is available from the Int’l Education Office.

Student Drivers You will be asked to complete further documentation. Van training, through the College, is required for 10-passenger vans.

Final Payment You will be billed at the beginning of October for the comprehensive fee, less any deposits. The total course fee must be paid in full by October 31, 2006. A $50 administrative fee is charged to course auditors.

Orientation The orientation will be Thursday, November 16, 2006. All students in international courses are required to attend.

Financial Aid There is no additional grant assistance available for these courses. If a student has already borrowed the maximum Federal Direct Stafford Loan ($3,500 for a sophomore and $5,500 for a junior or senior), then no additional loan funding from this source is available. Students interested in additional loan options should first review Section IX at the following site: http://www.gustavus.edu/oncampus/financialassistant/renewalprocess.cfm
Registration and estimated costs for the course must be verified before additional loan amounts can be certified.

Withdrawals and Refunds If a student withdraws from a course, full refund of the $350 deposit is made to the student account until Sept. 15, 2006. After Sept. 15, the $350 is forfeited. Cancellations must be in writing either in the January I.E. or International Education Offices. A refund for cancellations occurring after Sept. 15, 2006, is based upon recoverable costs. Depending upon the date of cancellation, the entire course cost may be forfeited. Trip cancellation insurance is recommended. If a course price increases by more than 6% (due to inflation or fewer participants) a student may cancel with no penalty. No refund is given to students who wish to omit portions of the course.

Deviations Course prices are based on group arrangements. Thus a service charge will be levied for all flight deviations. Requests must be in writing to the course instructor. The service charge for requests is dependent on the request made. Inquiries may be made as to cost of deviations before they are arranged. No deviations will be accepted after Nov. 17, 2006. Students who deviate are responsible for their own transportation to or from the actual course location and for any costs. Note: Not all airlines allow deviations on group reservations.

Questions domestic programs, Jennifer McCabe, 933-7675, Dean of Faculty Office; international programs, Linda Shaw, 933-7545, in the International Education Office, International Center.

Jennifer McCabe, 933-7675,
Linda Shaw,