

# **IMPORTANT INFORMATION - PLEASE READ**

## **TIMELINE FOR LONDON, ENGLAND FALL 2012**

The Semester in London, England, program is open to all college students. Eligibility requires a cumulative GPA of 2.5 in at least 12 units of previous college level course work. First year students enrolled in 12 units may be accommodated if their campus coordinator approves “work-in-progress” grades at the application deadline.

**Students who attend non member colleges and universities are welcome to participate in the FALL 2012 program in London if they meet eligibility requirements.**

### **FINANCIAL AID**

ALL STUDENTS INTERESTED IN RECEIVING FINANCIAL AID FOR THE FALL 2012 SEMESTER IN LONDON PROGRAM SHOULD APPLY FOR FINANCIAL AID AT CITRUS COLLEGE **NOW**:

- 1) Complete a Free Application for Federal Student Aid (FAFSA) online [www.fafsa.ed.gov](http://www.fafsa.ed.gov) , and add the Citrus College Code 001166
- 2) Complete the Request for Financial Assistance for London and Information Release form located in your London brochure packet and return these items to Julie Martinez, Citrus College Financial Aid, 1000 W. Foothill Blvd., Glendora, CA 91741 – FAX to (626) 335-3159
- 3) Forward sealed copies of official academic transcripts from all colleges attended to: Citrus College Admissions and Records Office, 1000 W. Foothill Blvd., Glendora, CA 91741 - ATTN: JUDY GORDEN
- 4) Complete a Citrus College application for admission online at [www.citruscollege.edu](http://www.citruscollege.edu) Click on WingSpan; Apply for Admission

**Citrus College Financial Aid Office will send Award Letters and loan applications to students after ALL requested documents are received and verified. DO NOT DELAY!**

If you are a Cal Grant recipient, it is your responsibility to submit a ‘Grant Record Change Form for Students’ (G-10 form) to CSAC (California Student Aid Commission) indicating the semester you will be changing to Citrus College. You must also submit the school change back to your home school for the following semester. Students who fail to notify CSAC may lose their Cal Grant eligibility.

### **STUDY ABROAD SCHOLARSHIPS**

**AIFS AMBASSADOR SCHOLARSHIP** – AIFS is awarding four (4) \$1000 Study Abroad Ambassador Scholarships to students participating in the FALL 2012 Semester in London, England, program. Call or email your coordinator or Lynn Jamison for an informational flyer. Coordinator info on last page of this document.

**BENJAMIN GILMAN SCHOLARSHIP** – Study Abroad students can apply for the Benjamin Gilman Scholarship. Please note that applicants must be receiving a Federal Pell Grant or provide proof that he/she will be receiving a Pell Grant at the time of application or during the study abroad term. Information regarding eligibility and deadlines for this generous scholarship is available at the Gilman website:

<http://www.iie.org/programs/gilman/index.html>

## **APPLICATION TO PARTICIPATE**

To participate in the FALL 2012 London program, each student must complete the Southern California Foothills Consortium London Program Fall 2012 application. Please follow the instructions on this application and sign Agreement and Release portion.

- 1) Applications must include the first payment of \$450 payable to the American Institute for Foreign Study (AIFS) and four (4) 2” X 2” passport “type” photos. Computer generated photos on photo paper are acceptable. If you plan to participate in the optional European tour and/or the Scotland tour, please add an additional \$50 deposit for each tour. Return the completed application to your campus study abroad coordinator. **Campus coordinators are responsible for signing Part D, Academic Approval.**

Campus coordinators are listed on the last page of this timeline. **If your college is not listed**, return your application and official college transcripts to Lynn Jamison at Citrus College, 1000 W. Foothill Blvd., Glendora, CA 91741 or call for instructions (626) 914-8560 for academic approval.

- 2) **Deadline: Submit London Program Application no later than June 15.** If you are a first year student or do not attend a member college and do not have official transcripts in hand, you should plan to submit the application and first payment earlier, so we have time to receive your transcripts and verify eligibility. Students applying after the deadline will be accepted on a space available basis. The group flight is subject to closure after June 15.

**Students must obtain their own passports.** Check with your local post-office to see if they offer passport services. Processing usually takes 6 weeks but can be longer. You can also call the California Department of Passport Applications in Los Angeles (877) 487-2778 for information. **Passport information can be attached to the application or submitted when received.**

## **SEMESTER IN LONDON PAYMENT POLICY:**

**All** students must submit the first payment of **\$450** with the completed Southern California Foothills Consortium London Program application no later than **June 15**.

Students who are **not** receiving financial aid are required to pay their program fees according to the AIFS payment schedule listed on the Southern California Foothills Consortium London Program application under PAYMENT SCHEDULE FOR AIFS FEES. Each student will receive an invoice from AIFS.

Students **receiving** financial aid are responsible for paying some of the fees by July 18 and the remainder of the balance when FALL 2012 financial aid is disbursed. These fees include the airfare and airline-imposed departure taxes, fees and fuel surcharges (if you plan to travel on the AIFS arranged group flight with airport pick-up and return); the \$250 refundable damage deposit; and \$600 of the balance. Financial aid students are also responsible for paying any single room surcharges (if they choose to live in a **single** room in an apartment or homestay; tour deposit (if they choose the optional pre-tour of Europe or Scotland tour), and any portion of the balance that will **not** be covered by their financial aid award.

**The remaining balance for financial aid students will need to be paid to AIFS according to the student's financial aid disbursement dates.** If you are a financial aid student and your financial aid file is not complete or loans are not guaranteed, you will be required to pay AIFS any portion of the balance not covered.

## **REGISTRATION FOR CLASSES**

Judy Gorden in Citrus College Admissions and Records will email **London course registration instructions** to all students who have submitted an AIFS Semester in London application and first payment to their study abroad coordinator (if attending a member college) or Lynn Jamison at Citrus College. Be sure the email address you list on your application is one you check regularly. If you do not have an email address, registration materials will be mailed to the address you provide on your London application.

**Complete a Citrus College Application for Admission in order to register. This application is available at [www.citruscollege.edu](http://www.citruscollege.edu), click on WingSpan, Application for Admission.**

**Registration materials need to be returned to Judy Gorden [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu) on or before July 9. See back page for contact information.**

## **WITHDRAWING FROM PROGRAM**

**ON OR BEFORE  
JUNE 22** Deadline for students to notify AIFS (**in writing**) of their decision to withdraw and still be eligible for a refund of their initial deposit of \$350, less \$150 processing fee. The \$50 deposits for the European pre-tour and Scotland tour are nonrefundable. See AIFS refund policy on the AIFS application Agreement and Release form for cancellation charges levied after June 22.

- **REFUNDS:** Program withdrawals and requests for refunds **must come from the student in writing**. Notification of withdrawal and requests need to be addressed or faxed to **Registrar, AIFS Partnerships, River Plaza, 9 West Broad St., Stamford, CT 06902-3788, FAX (203) 399-5597, Email [pcardenas@aifs.com](mailto:pcardenas@aifs.com)**
- Students who withdraw are also responsible for notifying their Study Abroad Coordinator and Judy Gorden at the Citrus College Admissions and Records Office (626) 857-4134 e-mail [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu).

## **LONDON ORIENTATION**

**SATURDAY  
AUGUST 18  
9:15 – 11:45**

**LONDON, ENGLAND, STUDENT ORIENTATION will be held in the Citrus College Campus Center for all students participating in the London program. London student services representatives will be on-site to conduct the pre-departure orientation. Family members are welcome to attend.**

## PROGRAM ITINERARY

Saturday, August 18	Student Orientation for all London Participants
Sunday, September 2	Optional European Tour departs U.S. for Paris, France
Thursday, September 6	Non-tour group departs U.S. for London
Friday, September 7	Non tour AIFS group arrives in London
	Optional tour group arrives in London
Saturday, September 8	London Welcome Reception/Orientation/City Tour
Monday, September 10	Classes Begin
Thursday, October 18 - Monday, October 22	Optional Scotland Tour
Thursday, November 15	Last Day of Class – Farewell Party
Friday, November 16	End of program – AIFS flight departs London for U.S.
Friday, November 30	Optional AIFS flight departs London for U.S.

\*Dates for local British Life and Culture Field Trips TBD

### **CONSORTIUM COLLEGES AND CONTACTS:**

Antelope Valley College – Patricia Harris (661) 722-6301 [pharris@avc.edu](mailto:pharris@avc.edu)

Barstow Community College – Ramon Vasconcellos (760) 252-2411 X7329 [rvasconc@barstow.edu](mailto:rvasconc@barstow.edu)

Citrus College – Lynn Jamison (626) 914-8560 [Ljamison@citruscollege.edu](mailto:Ljamison@citruscollege.edu)

College of the Desert – Annie Frisoli (760) 568-7512 [afrisoli@collegeofthedesert.edu](mailto:afrisoli@collegeofthedesert.edu)

Crafton Hills College – Kris Acquistapace (909) 389-3347 [kacquistapace@craftonhills.edu](mailto:kacquistapace@craftonhills.edu)

MiraCosta College – Mia Scavone (760) 757-2121 X 6896 [msscavone@miracosta.edu](mailto:msscavone@miracosta.edu)

Mt. San Antonio College – Tamra Horton and Julie Bray-Ali (909) 594-5611 X6321 [studyabroad@mt.sac.edu](mailto:studyabroad@mt.sac.edu)

Mt. San Jacinto College – Lynn Jamison (626) 914-8560 [ljamison@citruscollege.edu](mailto:ljamison@citruscollege.edu)

Palomar College – Yasue O’Neill (760) 744-1150 X 2167 [yoneill@palomar.edu](mailto:yoneill@palomar.edu)

Rio Hondo College – Melissa Refino Juarez (562) 463-6657 [mjuarez@riohondo.edu](mailto:mjuarez@riohondo.edu)

San Bernardino Valley College – Jose Recinos (909) 384-8597 [jrecinos@valleycollege.edu](mailto:jrecinos@valleycollege.edu)

San Diego City College – Marion Froehlich (619) 388-3652 [mfroehli@sdccd.edu](mailto:mfroehli@sdccd.edu)

ALL OTHER COLLEGES AND UNIVERSITIES (626) 914-8560 Lynn Jamison [Ljamison@citruscollege.edu](mailto:Ljamison@citruscollege.edu)

### **CITRUS COLLEGE CONTACTS:**

Lynn Jamison–Study Abroad Specialist/Coordinator (626) 914-8560 [Ljamison@citruscollege.edu](mailto:Ljamison@citruscollege.edu)

Dr. Michael A. Hurtado-Dean (626) 914-8870 [mhurtado@citruscollege.edu](mailto:mhurtado@citruscollege.edu)

Judy Gorden- Registration Advisor (626) 857-4134 [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu)

Julie Martinez-Financial Aid Advisor (626) 914-8592 [jmartinez@citruscollege.edu](mailto:jmartinez@citruscollege.edu)