



SUFFOLK UNIVERSITY MADRID CAMPUS

Spanish in Spain with Suffolk

Summer 2012 Program

SUFFOLK
UNIVERSITY

The 2-week Suffolk Madrid Summer Program for High School students will take place from July 2, to July 15, 2012 and is open to high school students entering their Sophomore, Junior or Senior year in Fall 2012.

STUDENT INFORMATION

Last Name		First Name		Male <input type="checkbox"/>	Female <input type="checkbox"/>
SSN or Passport Number		Date of Birth (mm/dd/yyyy)		Age	
Home Address					
City		State	ZIP/Postal Code	Country	
Citizenship		E-mail Address			
Home Phone Number		Cell Phone Number			

PARENT / GUARDIAN

Full Name		E-mail Address
Parent's/Guardian's Complete Mailing Address and Telephone Number (if different from above)		

HIGH SCHOOL INFORMATION

Current High School		City, State	
Cumulative GPA	Expected Year of Graduation	Class Standing as of Fall 2012 Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/>	

PERSONAL PROFILE FOR HOUSING

Housing with a host family will be provided from July 2, 2012 until the morning of July 15, 2012. We pair up two students per host family. Please complete the personal profile, which will be used to help place you with the appropriate host family. The more information you provide us, the better. Housing assignments are also made based on deposit date.

1. What are your special interests and which activities do you most enjoy (academic, athletic, hobbies, activities)? Please be specific. _____
2. How do you feel about your level of Spanish? _____
3. Do you have any allergies—food, medical or otherwise? Please explain. (This information is very important!) _____
4. Do you have any medical condition we should know about? If so, please explain in detail. _____
5. How do you feel about living with pets and/or children? _____
6. Are you vegetarian? If so, to what extent? (vegan, eggs, fish, no red meat, etc.) _____
7. Would you mind living with someone who smokes? _____
8. Is there another student you would like to live with in Madrid? (both students must mutually request each other) _____
9. Is there anything else that you would like to add? (attach additional pages if necessary) _____

SIGNATURE

Student	Date
Parent/Guardian	Date

PROGRAM COSTS

Qualified applicants are accepted into the summer program on a first-come, first-served basis. The program may be canceled due to low enrollment. Suffolk University reserves the right to cancel the program if a minimum number of 15 students is not reached. Students will be sent a final confirmation email by April 15, 2012 indicating their participation in the summer program. As the flight cost is not included in Suffolk's comprehensive program fee, we recommend that you do not purchase plane tickets until after receipt of final confirmation email.

The total cost is \$2,200 per person

Cost Includes: Airport pick-up, orientation, classes, private health insurance, room and full board, museum and monument entrance fees, transportation on day trips, tour guides, flamenco show. Personal spending money is not included and is suggested for souvenirs, snacks and "free time in the city".

Housing Damage Deposit: Additional \$150 to be paid with final balance due. This deposit is fully refundable upon program completion if no damage is found in housing accommodations.

Total Cost of Program	\$2,200
Housing Damage Deposit	\$ 150
Total Due	\$2,350

A non-refundable deposit of \$300 is due with application by April 1, 2012. The remaining balance of \$2,050 (which includes the \$150 housing damage deposit) is due by May 15. Refund policy: Cancellations made before arrival date: Full refund excluding \$300 non-refundable deposit. Cancellations made after arrival date: No refund, excluding \$150 Housing Damage Deposit.

\$100 Discount applicable for complete application files received by December 15, 2011. The following payment schedule applies

Total Cost of Program	\$2,100
Housing Damage Deposit	\$ 150
Total Due	\$2,250

A non-refundable deposit of \$300 is due with application by Dec. 15, 2011. The remaining balance of \$1,950 (which includes the \$150 housing damage deposit) is due by May 15. Refund policy: Cancellations made before arrival date: Full refund excluding \$300 non-refundable deposit. Cancellations made after arrival date: No refund, excluding \$150 Housing Damage Deposit.

Deadlines: Applications may not be considered after April 1, 2012. Full payment must be received by May 15, 2012.

APPLICATION INSTRUCTIONS

Please submit the application form with the following:

1. \$300 non-refundable deposit*

Methods of payment: check, bank transfer, credit card (Visa or MasterCard). If paying by credit card, please use the attached credit card authorization form. Other payment methods details are attached.

**The deposit will be refunded if the applicant is not accepted into the program or the program is cancelled.*

2. Updated High School transcript (Minimum cumulative GPA of 2.5 required)

3. Two letters of recommendation (preferably from Spanish teacher and high school guidance counselor)

Once we receive your completed application, we will notify you of your status by email or postal mail. Please allow 2-3 weeks for processing.

Once accepted into the program, the following documents will be sent to each participant and need to be returned prior to May 15, 2012:

- Participation and Indemnification Agreement
- Housing Contract
- Emergency Contact Form
- Personal Disclaimer

CONTACT DETAILS

All complete application packets should be sent to:

Suffolk University
Attn: Alina Choo
Center for International Education
Madrid HS Summer Program
8 Ashburton Place
Boston, MA 02108-2770

For program details or questions, contact:

Ms. Alina Choo
Associate Director of Admission, Madrid Campus
Suffolk University
Phone: 617.570.4839 Email: achoo@suffolk.edu

PAYMENT METHODS

Payments are made directly to the Suffolk Madrid Campus and are accepted in US Dollars.

1.- Check in US Dollars

Bank check in US Dollars, payable to *Suffolk University Madrid Campus SL*. The check should be mailed to the following address:

Suffolk University
 Attn: Alina Choo
 Center for International Education
 Madrid HS Summer Program
 8 Ashburton Place
 Boston, MA 02108-2770

2.- Electronic Transfer of Funds in US Dollars

Madrid Campus bank account details follow:

Bank name: Caja de Ahorros y Pensiones de Barcelona - La Caixa
 Bank SWIFT code: CAIXESBBXXX
 Bank IBAN code: ES54 2100 1642 8472 0030 3026
 Bank Account Title: Suffolk University Madrid Campus, S.L.
 Bank Account Code: 2100-1642-84-7200303026
 Bank Office Address: Calle Julián Romea 3, 28003-Madrid, SPAIN

Very Important: include the name of the student in the observation or reference section of the transfer so that the money will be applied to the proper Student Account.

3. - Credit Card Payments:

Complete the following form and send by fax (617) 305-1751

CREDIT CARD INFORMATION			
Credit card type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Credit Card Number:	
Payment Amount (US Dollars): \$	Expiration Date:	Security Code:	
Name as it appears on Credit Card:			
Signature:		Date:	
CREDIT CARD BILLING ADDRESS			
Street Address:			
City:	State:	Country:	ZIP/Postal Code:
Telephone Number Contact:			
PAYMENT INFORMATION			
Suffolk Madrid High School Summer Program		Name of student:	
Total Cost of program: \$2,200. *\$150 refundable housing damage deposit required in addition to total cost. Damage deposit will be refunded pending departure inspection.			
1st Payment	Non-refundable Application Deposit	\$300	Due with application materials
2nd Payment	Balance due	\$2,050* (*\$100 discount for application files received before Dec. 15, 2011)	Due by May 15, 2012 No refunds after arrival date (except Housing Damage Deposit)