



IACE TRAVEL

ASIA DIVISION OFFICE

3655 Torrance Blvd. Suite 100, Torrance, CA 90503
Phone: 310-533-6450
Toll Free: 866-735-4223
Fax: 310-533-6498
e-mail: info@iace-asia.com

***East Los Angeles College Summer Program in Japan
Application for Admission***

Please submit \$500 deposit with application and photocopy of your passport.

I am interested in participating in the Summer Program in Japan

Last name First name Middle initial

Permanent street address City State ZIP

Home phone Cell phone Email

Your address while at college if different from above City State ZIP

How long will you be at your college address? Until ____/____/____ Gender: Male Female

Do you already have a passport? *(If so, submit a copy with your application.)* Yes No

Name, exactly as it appears on passport Passport number Passport expiration date

Date of birth Citizenship



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If your passport will expire less than 6 months from the trip return date, or you do not yet own a passport, please apply for one now as it can take several weeks to obtain one:

http://travel.state.gov/passport/get/get_4855.html

ACADEMIC INFORMATION

Current school	Address	Dates of attendance
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Previous school	Address	Dates of attendance
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Previous school	Address	Dates of attendance
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Current status: High School H.S. Graduate Freshman Sophomore Junior Senior
 College Graduate

Major	Minor	Overall GPA
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Current speaking ability of language (Japanese) I wish to study through the program:

Excellent Good Fair Poor/None

How many years have you studied Japanese?

High School: 0 1 2 3 4 5 College: 0 1 2 3 4 5 6 7 8
 semesters quarters



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ADDITIONAL INFORMATION

Have you ever been on disciplinary probation? Yes No

If yes, explain:

How did you hear of this Program?

RECOMMENDATION REQUIRED

Please list the name and address of one current or previous employers/teachers who will be submitting recommendation on your behalf. He/she should have known you for at least one year and have observed your relationship with others.

Please send us the recommendation in the attached form.

East Los Angeles Collage Summer Program in Japan Recommendation Form



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ESSAY

Please submit a one-page essay in response to the following questions: How will the program relate to your personal, academic and career goals? What cultural experiences are you looking for during your study abroad? What do you think will be the most challenging aspect (besides learning the language) of living in another culture? How do you plan to prepare for and get the most out of your study abroad experience? What contributions do you hope to make as a member of the group? Do you have previous travel experience within the U.S. or abroad (briefly discuss)? Is there anything you would like us to know (likes, dislikes, etc.)?

Last name

First name

Middle initial



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Cancellation / Refund Policy

In the event that a participant wishes to **withdraw from a program for which they are registered, certain penalties may apply.** Services are planned and commitments are made on behalf of all participants, in advance of actual departure: suppliers require advanced deposits and payments, and final payments for all services are sent to vendors months in advance of departure. These payments are non-refundable since contractual agreements stipulate penalties to be applied to services requested but not used.

Please note that no refunds will be made for any services provided in the itinerary that you do not use. Please be aware that no refunds will be issued within 30 days of departure.

Please understand that if you change your plans for ANY reason, your right to a refund is limited.

All cancellations and refund requests must be made in writing and sent to:

**IACE TRAVEL Asia Division
3655 Torrance Blvd., Suite 100
Torrance CA 90503**

I have read and I understand the Participant Cancellation and Refund Policy.

Date

Name



Student Conduct Agreement

Participation in this Summer program is predicated upon the idea that the student is a guest in the host country and that accepted standards of behavior there might differ from those to which he/she is accustomed. Additionally, the student recognizes that when traveling abroad he/she serves as an ex-officio "ambassador" of the United States, the student's home college or university and the East Los Angeles Collage Summer program in Japan and as such agrees to conform to the following rules and standards set by East Los Angeles Collage and the host institutions. East Los Angeles Collage director/s supervises and administers the program and is the primary contact for any problems or difficulties that may arise. The director/s has the right to enforce appropriate standards of conduct and has final authority on all decisions regarding program regulations.

Conduct

Students are expected to abide by the customs of the host country and are legally subject to its laws. Note that trafficking in or use of controlled drugs or weapons is absolutely forbidden by law and violators are dealt with harshly. Neither East Los Angeles College nor U.S. governmental authorities can assist in such matters. Students are expected to respect the rights of other program participants, the director/s of the program, the professors and students of the host institution and the members of the host family.

Class Attendance and Program Participation

Class attendance for all participants is mandatory, unless prior permission is granted by the director/s. Unauthorized absences from the program courses constitute grounds for disciplinary action by the director/s. Students may not withdraw from classes without the consent of the director/s. They must inform the director/s in advance of any independent travel and/or overnight absences from their place of residence and leave a contact number with the director/s.

Dismissal

The director/s reserves the right to dismiss a participant at any time for any reason that appears to him/her to be valid in his/her sole judgment. The director/s shall have the right to withdraw a student from the program and send the student home without refund or academic credit if the student's conduct causes serious inconvenience for the rest of the group or for any actions or conduct, which he/she considers to be incompatible with the interest, harmony, comfort and welfare of others or the reputation of the program. If the student is dismissed from the program, no refund will be given and the student will be sent home at his/her expense. Reasons for dismissal include, but are not limited to the following:



Student Conduct Agreement (Continued)

- Reasons of health and/or safety of the student
- Violation of the host country's civil/criminal statutes
- Use of illegal drugs
- Excessive use of alcohol
- Unauthorized absenteeism
- Any student behavior, academic or social, which, in the judgment of the director, jeopardizes other program participants or the program itself.

Procedure for Dismissal

1. Violation of program regulations is identified by the director/s of the program and/or representatives of the host institution.
2. The director discusses the violation with the student and remediation of behavior is mutually agreed upon.
3. A written report is sent to East Los Angeles College, which in turn will contact student's emergency contact.
4. If remediation of behavior does not occur immediately or if the student is again found in violation of any regulations, the director will consult with authorities at East Los Angeles College.
5. If the decision is made to dismiss the student and send the student home, the student's emergency contact shall be informed immediately.

Responsibility/Liability

East Los Angeles College cannot be held responsible for the well-being, safety and/or health of the student when he/she is absent from East Los Angeles College supervised activities or if he/she fails to follow the directives of the director/s of the program. The student accepts liability for any financial obligations he/she may incur for any damage or injury the student may cause while participating in the East Los Angeles College program.

I, the undersigned, have thoroughly read the above policy. I understand and agree to comply with the terms and conditions of the policy as stated.

Signature

Date



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HOUSING PREFERENCES

Preference will be considered, but cannot be guaranteed. Check any preferences that are important to you:

Roommate

- Smoking Non-smoking
- Messy Neat
- Noisy Quiet
- Morning person Night person
- Punctual Not punctual

Living Arrangements preferences:

- Smoking Non-smoking
- Pet O.K. No pets

Any specific dietary requirements:

Three adjectives that describe you best:

Please submit completed form to:

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