

KCAI STUDY ABROAD PROGRAM

Artes y Artesanos: Study in Mexico

Travel Dates: December 29, 2007 - January 17, 2008

Deadlines

October 15, 2007

In order to qualify for federal funding, you must complete the Free Application for Federal Student Aid (FAFSA) form and submit it to the Department of Education by this date. The form may be completed and submitted online, or you may get the forms from the Financial Aid Office and fill them out there. Other, alternative loans are also available to KCAI students. In order to apply for these loans, see Christal Williams in the Financial Aid Office.

October 25, 2007

Application and accompanying required documents due in the Special Programs office located on the first floor of Vanderslice.

\$250.00 non-refundable deposit due in the Business Office. (This money will be refunded if student is not accepted into the program.)

November 16, 2007

Full payment for the program due in the Business Office. If you are applying for federal financial assistance through the school, you must have all required documentation on file. NO EXCEPTIONS.

If KCAI cancels this Study Abroad Program, all monies paid will be refunded. **Once accepted into the program, no refunds on deposits or program payments will be made after November 26, 2007.**

COSTS

6 credit hours: \$4,200 includes tuition, airfare and most expenses

3 credit hours: \$3,650 includes tuition, airfare and most expenses

0 credit hours: \$3,150 includes airfare and most expenses

Applicants will be notified of the status of their application by November 1, 2007.

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ELIGIBILITY CRITERIA

Space in this course is limited

- Since the number of students who can participate in this course is limited, it is in the best interest of all applying students to do their best work in filling out their application. ALL application materials must be turned in to the Special Programs office by the deadline. Course deposit must be paid to the business office, or financial arrangements made, by the deadline. There will be NO EXCEPTIONS to the above.
- 2.0 CGPA
- As representatives of KCAI, students are expected to conduct themselves in a mature and respectful manner. Students must be in good standing and not currently on Disciplinary Probation to qualify for any KCAI study abroad program. Students with questions or concerns may contact Bambi Burgard, Associate Vice President of Academic Resources.
- All applications will be reviewed by two KCAI areas: Trip facilitators and the Associate Vice President of Academic Resources. Students will be notified of their acceptance status within ten days of the application deadline.
- If the applicant's academic or behavioral record is such that it would not be appropriate for the applicant to participate, the applicant's deposit will be refunded to them. If there is still space available in the course, the declined applicant may petition through the Vice President for Academic Affairs with a final decision being made in two weeks from the petition date. The decision of the Vice President for Academic Affairs is final.

FINANCIAL AID OPPORTUNITIES

The Kansas City Art Institute is pleased to announce the opportunity for you to study abroad. As a participant you may receive a total of six (6) credit hours:
three (3) credit hours of

and three (3) credit hours of

Federal financial aid is available for this program. You must be admitted to the KCAI B.F.A. degree program in order to qualify. Funding is limited. Federal funding is available for this program through the Federal Stafford Loan Program. In addition, private alternative loans are available to those who qualify.

In order to qualify for federal funding, you must complete the Free Application for Federal Student Aid (FAFSA) by October 15, 2007.

KCAI scholarships are not applicable toward the cost of this program.

For more information or details, stop by the Financial Aid Office, or call Christal Williams at 816/ 802-3448.

(KEEP THIS SHEET FOR YOUR INFORMATION)

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APPLICATION CHECKLIST

Please submit the following materials in support of this application:

- _____ 1. A one-page essay (typed) in which you tell us about yourself. Describe your interests, hobbies, and career goals. Clearly discuss your reasons for applying for study abroad, and what you hope to gain from the experience.
- _____ 2. One passport-type photo of yourself. Print your name on the back.
- _____ 3. One copy of the page of your passport that has your photograph and passport number on it.
- _____ 4. One copy of your health insurance card (or some other proof of health insurance).
- _____ 5. Two letters of reference from faculty. Use the two reference forms (attached). One of these letters should come from a faculty member of your department, the other from a faculty member of your Liberal Arts department.
- _____ 6. Signed Medical Release Form (attached)
- _____ 7. Signed Parent/Guardian Approval Form (for applicants under 18) (attached)
- _____ 8. Signed Liability/Loss Release Form (attached)
- _____ 9. Completed Personal/Academic Data Form (attached)
- _____ 10. Completed Enrollment Form (attached)
- _____ 11. Completed Authorization Form (attached)
- _____ 12. Completed Off-Campus Travel Abroad Agreement Form (attached)
- _____ 13. This completed Application Checklist

REFERENCES

I have requested that the following persons submit letters of reference on my behalf. (KCAI students are required to request these references from the KCAI faculty).

Name _____ Department _____ Phone # _____

Name _____ Department _____ Phone # _____

AGREEMENT AND RELEASE

I affirm that all of the information given in this application is true and correct to the best of my knowledge. I understand that deliberate submission of false information is grounds for exclusion from this program.

Signature

Date

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MEDICAL RELEASE FORM

The following refers to the ability of Kansas City Art Institute to see that all students receive medical aid when required in the judgment of officials of the school, and upon competent medical advice. Please complete this form and return it to the Special Programs office no later than February 05, 2007. If there are objections on religious or other grounds, please return this form with stated reasons.

Student Name (please print)

The undersigned understands that during the Degree Program Travel Abroad Course at Kansas City Art Institute, it may be necessary to receive immediate hospital and medical attention without the specific consent of the undersigned in order to protect the health and welfare of myself and other students of the Degree Program Travel Abroad course. In the view of the foregoing, it is agreed that when in the sole opinion of Kansas City Art Institute or its representatives, I shall need hospital or medical care, or both, that the Art Institute shall have the power, and is hereby authorized to see that said student is hospitalized or receives medical care, or both. It is understood and agreed that Kansas City Art Institute shall not be responsible for the cost of such hospital or medical care, and that the undersigned shall fully indemnify and hold harmless Kansas City Art Institute, its trustees, officers, agents and employees from any claim or liability resulting from its actions authorized hereunder.

Signature of Student

Date

Parent/Guardian signature if student under 18

Date

Please return this form to the Special Programs office (816-802-3445) at the Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111-1874.

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PARENT/GUARDIAN APPROVAL

(for applicants under 18)

I/We, have reviewed and approve of this application, and of our daughter's/son's participation in the Study Abroad Program at the Kansas City Art Institute and all rules, regulations and policies pertaining to the program.

Parent/Guardian Signature

Date

Qualified students may be accepted into this program on a first come, first served basis based on their application.

LIABILITY/LOSS RELEASE

I hereby irrevocably release and discharge Kansas City Art Institute, its trustees, officers, agents, representatives, and employees, from any and all claims of whatsoever type, including without limitation claims for personal injury or property damage or loss, and including without limitation claims based on allegations of negligence, arising out of or in connection with participation in the Study Abroad program of the Kansas City Art Institute.

Student Signature

Date

Parent/Guardian Signature if student under 18

Date

Student Name _____

Current Address _____

City _____ State _____ Zip _____

Daytime Phone # (_____) _____ - _____ Evening Phone # (_____) _____ - _____

Email Address _____

Please return this form and other application materials to the Special Programs office (816-802-3445) at the Kansas City Art Institute, 4415 Warwick Blvd., Kansas City, MO 64111-1874.

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PERSONAL/ACADEMIC DATA FORM

Name _____

Current Address _____

City _____ State _____ Zip _____

Daytime Phone # (_____) _____ - _____ Evening Phone # (_____) _____ - _____

Email Address _____

Date of Birth ____/____/____ Social Security # ____/____/____ Sex (circle one) M F

Do you have a passport? YES NO If "Yes" Passport # _____

Permanent Address _____

City _____ State _____ Zip _____

Name of Parent/Guardian _____

Parent Daytime Phone # (_____) _____ - _____ Parent Evening Phone # (_____) _____ - _____

Parent Address (if different from Permanent) _____

Person(s) to contact in case of emergency _____

Emergency Contact Phone #, if different from above (_____) _____ - _____

ACADEMIC DATA

Currently enrolled at Kansas City Art Institute? YES NO If "Yes" Student ID# _____

Total credit hours completed by the start of this program _____ GPA _____

Do you intend to complete degree requirements while participating in this activity? YES NO

Scholarships, Honors, Extracurricular Activities: _____

Do you intend to apply for federal financial aid in order to participate in this program? YES NO

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REFERENCE LETTER

To be completed by the applicant:

Applicant Name _____

Reference requested from _____ Daytime Phone # _____

Department _____

STUDENT WAIVER

I understand my right under the provision of PL 93-380.513 (Family Education Rights and Privacy Act of 1974) to inspect letters of recommendation written on my behalf. In order to encourage the authors of letters about me to write with candor, I have elected not to exercise my rights under this statute and affirm that concerning the following letter I will not do so in the future. I understand that this document will be used only by the committee members for evaluating my qualifications for the Degree Program Travel Abroad course at Kansas City Art Institute and will not be available to any other institution, organization or party for any other purpose.

Signature

Date

TO BE COMPLETED BY THE REFEREE

Students participating in the Kansas City Art Institute’s Degree Program Travel Abroad course will be chosen on the basis of their academic record, personal qualification, and evaluations by KCAI faculty. Please be candid in indicating how you think this applicant will make use of an academic opportunity to study abroad. Please consider the applicant’s character, adaptability, emotional stability, and maturity.

Please rate on a scale of 1 to 5, 5 being exemplary in quality, 1 reflecting your serious concern.

Articulateness in speech	1 2 3 4 5	Articulateness in writing	1 2 3 4 5
Emotional stability	1 2 3 4 5	Self-discipline & reliance	1 2 3 4 5
Academic/Artistic potential	1 2 3 4 5	Ability to get along with others	1 2 3 4 5

Below and on the reverse, please comment specifically on the applicant in terms of the following:

1. Academic suitability for study abroad: Do you believe that this applicant can study productively while living abroad?
2. Personal suitability for living abroad: Do you believe that this applicant is emotionally and intellectually mature enough to adapt to living in a foreign culture?

Please feel free to add additional comments on the back of this sheet.

How long and in what capacity have you known the applicant? _____

Signature

Date

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AUTHORIZATION FORM

I **authorize** the staff of the Kansas City Art Institute to contact the person(s) listed below in case of an emergency while I am traveling abroad. I understand that personal information may be disclosed to the person(s) listed below if an emergency occurs. I further understand that this information will be retained with my travel abroad application materials during the duration of the trip abroad.

Authorized Person

Phone (____)_____

Authorized Person

Phone (____)_____

Student Name

Date_____

Signature of Student

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ARTHI 3800-01 3 credits

SOCI 3800-01 3 credits

ENROLLMENT FORM

**This course can also be taken as a liberal arts elective or as an open elective.
This course satisfies the liberal arts requirement for global/comparative credit.**

If I am accepted into this program, I am enrolling in the following:

Course Number _____ Credit hours _____

Course Title _____

Course Number _____ Credit hours _____

Course Title _____

_____ I am taking this study abroad course for **liberal arts elective**.

_____ I am taking this study abroad course as an **open elective**.

_____ I am taking this study abroad course for **non-credit**.

Signature of Student _____

Printed Name of Student _____

Student's ID Number _____

Date _____

KANSAS CITY ART INSTITUTE

OFF-CAMPUS TRAVEL AGREEMENT FORM

Travel Abroad Applicants:

Student agrees to be governed by the policies in the Student Handbook of Kansas City Art Institute while on this trip. This includes the Art Institute’s policy on underage alcohol consumption. Facilitators have the right to send a student home if said student’s conduct does not conform to the Student Handbook.

Students agree to conduct themselves in a mature and respectful manner when visiting a foreign country. Therefore, students must be in good standing and not currently on disciplinary probation to qualify for KCAI’s study abroad programs.

Student agrees that there will be a 2:00 AM curfew throughout the trip.

Student agrees to read “Tips for Traveling Abroad” provided by the Security office of KCAI, and to take the necessary precautions in order to insure a safe experience for themselves while traveling abroad.

Student agrees to show proof of health insurance and/or travel insurance as a requirement for their participation.

Student agrees that once it is determined under which department(s) the trip will be offered, no exceptions will be made. Such courses could, however, be taken for Directed Study credit pursuant to a successfully completed Directed Study proposal being made by the student and being signed by all appropriate parties, following the guidelines and requirements of a Directed Study.

Student Name (please print)

Date

Student Signature

Tips for Traveling Abroad

If you are traveling abroad here are the top 10 tips you need to make your trip easier:

- . Make sure you have a signed, valid passport and visas, if required. Also, before you go, fill in the emergency information page of your passport!
- . Read the Consular Information Sheets (and Public Announcements or Travel Warnings, if applicable) for the countries you plan to visit.
- . Familiarize yourself with local laws and customs of the countries to which you are traveling. Remember, the U.S. Constitution does not follow you! While in a foreign country, you are subject to its laws.
- . Make 2 copies of your passport identification page. This will facilitate replacement if your passport is lost or stolen. Leave one copy at home with friends or relatives. Carry the other with you in a separate place from your passport.
- . Leave a copy of your itinerary with family or friends at home so that you can be contacted in case of an emergency.
- . Do not leave your luggage unattended in public areas. Do not accept packages from strangers.
- . Prior to your departure, you should register with the nearest U.S. embassy or consulate through the State Department's [travel registration website](#) . Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency. **In accordance with the Privacy Act, information on your welfare and whereabouts may not be released without your express authorization. Remember to leave a detailed itinerary and the numbers or copies of your passport or other citizenship documents with a friend or relative in the United States.**
- . To avoid being a target of crime, try not to wear conspicuous clothing and expensive jewelry and do not carry excessive amounts of money or unnecessary credit cards.
- . In order to avoid violating local laws, deal only with authorized agents when you exchange money or purchase art or antiques.

If you get into trouble, contact the nearest U.S. embassy.