

# **IMPORTANT INFORMATION - PLEASE READ**

## **TIMELINE FOR SPAIN SPRING 2012**

The Semester in Salamanca, Spain, 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 they can provide “work-in-progress” grades indicating a GPA of 2.5 or higher by November 23, 2011, **and** they are approved by their campus coordinator (or Citrus College if not attending a member college).

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

### **FINANCIAL AID**

ALL STUDENTS INTERESTED IN RECEIVING FINANCIAL AID FOR THE SPRING 2012 SEMESTER IN SPAIN 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 Spain and Information Release form located in your Spain 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**

**BENJAMIN GILMAN SCHOLARSHIP** – The Benjamin Gilman Scholarship is open to all U.S. citizen undergraduates in good academic standing who are receiving a Federal Pell Grant or can provide proof that he/she will be receiving a Pell Grant at the time of application or during the term of his/her study abroad.

Online applications are available in late August. Important information and deadlines for application and transcripts are listed on the Benjamin Gilman website: [www.ief.org/gilman](http://www.ief.org/gilman).

**AIFS AMBASSADOR SCHOLARSHIP** – AIFS is awarding five (5) \$1000 and two (2) \$500 Study Abroad Ambassador Scholarships to students participating in the spring 2012 Semester in Salamanca, Spain, program. Call or email your coordinator or Lynn Jamison for an informational flyer.

## **APPLICATION TO PARTICIPATE**

In order to participate in the spring 2012 Spain program each student must complete the Southern California Foothills Consortium Salamanca Program Spring Semester 2012 application. Please follow the instructions on this application and sign Agreement and Release portion.

- 1) Applications must include the first payment of \$350 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. Add an additional \$50 if you plan to participate in the optional Portugal excursion.
- 2) Return 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.

- 3) **Submit Salamanca Program Application no later than November 23.** 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 November 23.

**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 SPAIN PAYMENT POLICY:**

**All** students must submit the first payment of **\$350** with the completed Southern California Foothills Consortium Salamanca Program application no later than **November 23**.

Students who are **not** receiving financial aid are required to pay their program fees according to the AIFS payment schedule listed on the 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 December 28 and the remainder of the balance when spring 2012 financial aid is disbursed. These fees include the airfare (\$615), airline-imposed departure taxes, fees and fuel surcharges (estimated at \$520) 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 tour to Portugal), 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 **Spain course registration instructions** to all students who have submitted an AIFS Semester in Salamanca application and first payment to their study abroad coordinator (if attending a member college) or Lynn Jamison. 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 Spain 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 December 2. See back page for contact information.**

## **WITHDRAWING FROM PROGRAM**

**ON OR BEFORE DECEMBER 2** 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 Portugal tour deposit (\$50) is nonrefundable. See AIFS refund policy on the AIFS application Agreement and Release form for cancellation charges levied after December 2.

- **REFUNDS:** Requests for refunds **must come from the student in writing**. Refund requests need to be sent to **Patty Cardenas, AIFS, 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).

## **SPAIN ORIENTATION**

**SATURDAY  
JANUARY 28  
9:15 – 11:45**

**SALAMANCA, SPAIN, STUDENT ORIENTATION will be held in the Citrus College Campus Center for all students participating in the Salamanca program. Spain student services representative will be on-site to conduct pre-departure orientation. Family members are welcome to attend.**

## PROGRAM ITINERARY

Thursday, February 16	Departure from Los Angeles-LAX to Madrid-Barajas
Friday, February 17	Arrival in Madrid - Transfer to Hotel – Night in Madrid
Saturday, February 18	Madrid City Tour – Madrid to Salamanca
Sunday, February 19	Salamanca, Welcome Reception
Monday, February 20	Classes Begin – Monday through Thursday schedule
Friday, March 2 - Sunday, March 4	Optional Portugal Excursion
Friday, March 16 - Sunday, March 19	Holiday Break
Thursday, April 5 - Sunday, April 8	Holiday Break
Thursday, April 26	Last Day of Classes – Farewell Dinner
Friday, April 27	Transfer Salamanca to Madrid Hotel – Night in Madrid
Saturday, April 28	Program ends - Departure from Madrid-Barajas to LAX
Saturday, May 12	Additional Flight Departs Madrid-Barajas to LAX

\*Dates for included excursions, Avila, El Escorial, Segovia, La Granja de San Ildefonso TBD

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

Antelope Valley College – Patricia Harris (661) 722-6688 [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)

Crafton Hills College – Lynn Jamison (626) 914-8560 [ljamison@citruscollege.edu](mailto:ljamison@citruscollege.edu)

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

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