

PREREGISTRATION FORM – NRCSA PROGRAMS

1. Please complete and send to NRCSA, P.O. Box 1393, Milwaukee, WI 53201, USA • Tel. (414) 278-0631 • Fax (414) 271-8884 • Web: www.nrca.com
2. Enclose a non-refundable deposit/registration fee of \$140 per person, per program, payable to NRCSA (\$40 registration fee & \$100 program deposit applied towards the program costs).
3. **Register early.** Add a \$40 per person late fee if paying in full within 40 days of departure. **Within 20 days**, all payments by **certified** check.
4. Credit Cards may be used for deposits (see “H” below). NRCSA **street address** for overnight deliveries is 207 East Buffalo Street, Suite 610, Milwaukee, WI 53202 USA. You are welcome to photocopy this form. Please send separate form for each school if taking multiple programs.

A. Name(s) _____ Sex _____ Birthdate _____ Citizenship _____
Please print
 _____ Employer _____ Occupation _____
If student, school attending and year

Street: _____ Tel. Home: _____
Street address (not P.O. Box) where someone can sign for documents sent to you.

City/State/Zip: _____ Tel. Work: _____

Fax: _____

E-mail: _____

In Emergency, notify: _____
(Name, Address, Phone)

- Beginner Post Beginner
 Intermediate Advanced

B. BACKGROUND: _____
Describe your background in the course you're taking abroad. Check your ability level:

C. LODGING: _____
Check Preferences. Schools will try (cannot guarantee) to meet them. Special Diet (may be available) at additional cost.

- Single Share Twin Other: _____
 Yes Smoking No Smoking Either
 Yes Pets No Pets Either
 Yes Children No Children Either

D. GOALS: _____

- PREFER: Homestay Involvement or Freedom to Come/Go
 ARE YOU? Quiet Outgoing Frequent Traveler
 OBJECTIVES: Enrichment Academic Credit Job Related
 HOBBIES: Reading Music Cooking Jogging Sports

E. INSURANCE: Included for prepaid study dates. To extend coverage for up to 30 days before/after study dates, add \$5/day or \$19/week and advise dates.

F. PROGRAM INFORMATION	School/Center
Program Name (use title from Dates & Fees)	City/Country
Date: Start Program	Date: Start Lodging (most start day before program begins)
No. of hours day/week	No. of weeks attending
Disabilities/Allergies/Health Problems	2nd Choice Program
How did you learn about NRCSA?	Social Security Number
Options (see program for choices)	
Your Signature (if you are under age 18, <i>both</i> parents must also sign)	

G. "SPECIAL" AIRFARES

Airlines and agencies often advise us of "special airfares". Complete this section if you want information about "specials." If we have any from your departure city, we'll notify you.

Departure Date _____ Departure City _____ To (destination city) _____

Return Date _____ Departure City _____ To (destination city) _____

H. CREDIT CARDS:

For program deposit only (not final payment) check:
 VISA Mastercard American Express: Amount Charged \$ _____

_____ / _____
 Card Number (13 or more numbers) Exp Date

 SIGNATURE (as on card) PRINT NAME (as on card)

CHANGE FEES of at least \$35 apply for each change you make. Some "changes" may result in cancellation fees.

CANCELLATIONS are effective the day received in writing by NRCSA in Milwaukee. All payments less \$140 per program fully refundable up to 60 days prior to departure. For cancellations within 60 days of departure, \$250 per person is not refundable; within 40 days of departure, less 50% of program cost or \$300 per person (whichever is greater); within 14 days of departure, 100% of program cost is non refundable. Airline cancellation penalties, if any, are in addition to those outlined above. Cancellation penalties are per person, per program. Medical, baggage (above that included) and cancellation insurance is strongly recommended. Attach a note if you have a medical condition or Rx which the school/center should know about.

CONDITIONS: Each institution listed herein is independent of the National Registration Center for Study Abroad (hereinafter referred to as NRCSA, controls, and will periodically make changes in the program. Classes may fill, be changed, or dropped by the sponsoring academic institutions. NRCSA is a division of Mibar Ltd. and is not responsible for these changes or other actions beyond its control such as strikes, postal delays or loss, mechanical breakdowns, weather, government actions, delay or acts/omissions of suppliers. NRCSA may make changes or substitutions or cancel any program. In the event of entire program cancellation by NRCSA, liability is limited to refunding all monies paid to NRCSA for said program. Passengers electing not to use portions of a program shall not be entitled to a refund. No agent or representative of NRCSA shall have the right to alter the provisions listed herein. Costs based on tariffs and exchange rates effective the date of printing of this material, and are subject to change. Additional costs resulting from such change will be paid by the participant. Registrations are valid when accepted by NRCSA in Milwaukee. The passage contract used by the airline, when issued, is the sole agreement between it and you. Photographs of or statements by participants may be used by NRCSA. NRCSA, group leaders or foreign coordinators, at their discretion, may get medical assistance for participants, or place them in a hospital, or fly them back to the U.S. for medical treatment. All costs related to medical treatment or evacuation will be paid by the participant. As visitors you are expected to adhere to foreign rules and customs. If the foreign staff feels you are not adhering to these rules and customs, your participation in the program shall terminate immediately without refund whatsoever. A "homestay" is defined as living with a local person(s) in the foreign country and may not be multi generational, multinational, etc. It is the responsibility of the participant to have required proof of citizenship and visa(s) if applicable - check with the consulate of the country(s) you will be visiting.

INFORMATION USE: Information provided to NRCSA will be shared with participating organizations to facilitate your registration.

NOTE: Classes canceled in honor of local holidays are not made up. Foreign Language schools use placement tests. If there is no group at your level, smaller group or tutor classes may be substituted with fewer hours per week. Classes are conducted entirely in the target language. See **Fast Facts Guide** for more information.