<table>
<thead>
<tr>
<th>Activity</th>
<th>To Do</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| **Program Introduction**       | - Learn about IUHPFL from teachers, counselors or alumni  
- Attend an IUHPFL presentation  
- Seek out IUHPFL alumni for more information  
- Explore IUHPFL website in depth  
- Follow IUHPFL on social media  
- Engage in informal fundraising activities (friends, family only) | *Fall 2019*              |
| **Registration**               | - Register on IUHPFL website  
- Pay Registration Fee via IUHPFL website                                                                                                                                                        | *9.15 to 11.15.2019*   |
| **Personal Application**       | - Look for “invitation to apply” email  
- Start online application  
- Complete your writing sample (with foreign language teacher)  
- Confirm that appraisals have been submitted  
- Confirm that transcript has been submitted  
- Submit application                                                                                                                                                                           | *Starting in Sept*       |
| **Check Dates**                | - Check program and orientation dates on website to ensure no scheduling conflicts (e.g. family vacations, other trips).                                                                                                                                 | *December 2019*         |
| **Selection of Participants**  | - Watch for IUHPFL e-mail of decision for either:  
  - Preliminary Acceptance (and site placement)  
  - Placed on Waitlist  
  - Regretfully Declined  
- Meet ongoing deadlines to maintain acceptance status  
- Apply for new passport, if necessary                                                                                                                                                         | *Jan-Mar 2020*          |
| **Formal Fundraising**         | - Start formal fundraising activities (such as sponsorships)  
- Explore scholarship opportunities                                                                                                                                                               | *Jan-Apr 2020*          |
| **Interviews**                 | - Attend interview if invited                                                                                                                                                                        | *February 2020*         |
| **Financial Aid Application & Decisions** | - Submit online financial aid application to IUHPFL (optional)  
- Watch for IUHPFL e-mail announcement of decisions                                                                                                                                               | *By 02.01.2020*         |
| **Acceptance Materials #1**    | - Submit the following forms by February 1:  
  1. Agreement & Release (online)  
  2. Payment Schedule & Terms Agreement (online)  
  3. Travel Agreement (online)  

*Reminder: Make doctor’s appointment, if you haven’t already*                                                                                                             | *02.01.2020*            |
<table>
<thead>
<tr>
<th>Event</th>
<th>Details</th>
<th>Deadline</th>
</tr>
</thead>
</table>
| **Program Fee Payment #1**   | - Pay non-refundable Program Fee Deposit of $500 to IU  
  - Pay online at: [WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP](http://WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP)  
  - Or pay by check (make check payable to Indiana University)  
    - Indiana University—Accounts Receivable  
      Dept. 78896  
      P.O. Box 78000  
      Detroit, Michigan 48278-0896 | **02.15.2020** |
| **Airfare Fee Payment #1**   | - Mail Airfare Deposit of $500 to Travel Leaders®  
  - *(Make check payable to Travel Leaders)*  
    - Travel Leaders  
      814 S. Walnut St., Bloomington, IN 47401  
      disom@travlead.com  
      (812)339-7800  
  - Note: Students must fly together to the host country on the group flight. If a student wishes to stay abroad after the program to travel with family, etc., the airfare deposit must be paid prior to making these arrangements. *Any deviation from the group flight must be arranged through Travel Leaders and the IUHPFL Office by March 15th. A $100 deviation fee will apply in addition to any differences in airfare.* | **03.01.2020** |
| **Acceptance Materials #2**  | - Submit the following forms by March 1:  
  1. Statement of Medical History (mail original to IUHPFL Office – OR – secure upload of PDF via IUHPFL website)  
  2. Abbreviated Medical Card (online)  
  3. Host Family Placement Form by language (online)  
  4. Personal Questionnaire (online)  
  5. Letter to Host Family with photo in target language (online)  
  6. Orientation RSVP (online)  
  7. Reasonable Accommodations Request – as necessary (online) | **03.01.2020** |
| **Program Fee Payment #2**   | - Pay $1,000 toward IUHPFL Program Fees to IU Accounts Receivable  
  - *(Check payable to Indiana University or pay online with credit card)*  
  - Deadline to make post-program travel deviation plans with Travel Leaders and IUHPFL Office | **03.15.2020** |
| **Family Check-In**          | - Students and guardians are encouraged to sit down together to look over the IUHPFL Student-Guardian Handbook, the Honor Code, and Orientation materials. Double check that you are on track with payment and acceptance materials deadlines. Email questions or concerns to the Office Team (iuhpfl@iu.edu) | Before Student-Guardian Orientation |
| **Acceptance Materials #3**  | - Submit the following forms by April 1:  
  1. Copy of Passport/Green card (via mail or other secure transmission method)  
  2. Permission to Travel (China and Mexico only)  
  3. Demographics Questionnaire  
  - Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation. | **04.01.2020** |
| **Airfare Fee Payment #2**   | - Send remaining Airfare Fees to Travel Leaders® *(check payable to Travel Leaders)* | **04.01.2020** |
## 2019-2020 Student Checklist – Page 3

| Student-Guardian Orientation At IU Bloomington | [ ] Attend **site-specific, mandatory** day-long Student-Guardian Orientation (student, plus one guardian) at the Indiana Memorial Union | April 19 – Spanish April 26 – Chinese, French, German |
| Program Fee Payment #3 | [ ] Pay $1,500.00 toward IUHPL Program Fees to IU Accounts Receivable *(Check payable to Indiana University or pay online with credit card)* | 04.15.2020 |
| Program Fee Payment #4 Final Payment | [ ] Pay remaining IUHPL program fees to IU Accounts Receivable *(check payable to Indiana University or pay online with credit card)* | 05.15.2020 |
| Preparation for Abroad | [ ] Strategize packing list according to Handbook  [ ] Students join group for program site on Facebook  [ ] Guardians follow parent blog for program site | Mid-May |
| Host Family Placement | [ ] Watch for IUHPL email about assigned host family  [ ] Contact host family via e-mail, text, or letter | May 2020 |
| IUHPL Experience Program & Travel Dates | [ ] Exact travel dates and details about each site can be found on the IUHPL website. | Jun-Jul 2020 |
| Post-Program | [ ] Fill out Mandatory Student Exit Survey  [ ] Participate in IUHPL Photo and Video Contest (optional)  [ ] Join IUHPL Alumni on Facebook (optional)  [ ] Watch for post program packet in mail | Mid Aug Late Aug Mid Sept Late Sept |
| IUHPL Alumni | [ ] Promote IUHPL in your classroom/school and beyond as an Alumni Ambassador  [ ] Visit IU to learn about study abroad opportunities through the Office of Overseas Study  [ ] Stay in touch with your program peers, instructors, and host family  [ ] Send IUHPL your photos, testimonials, and updates, if you wish! | Ongoing Fall 2020 |

## Program Fees Refund Schedule

**Withdrawal before the program:** If a student withdraws from the program for any reason other than critical illness or emergency before departure, a refund of Program Fees will be calculated based on the following schedule:

- Before March 1, all but the $500 non-refundable deposit is refundable
- Before April 1, all but $1,000 is refundable
- Before May 1, all but $2,000 is refundable
- On or after May 1, Program Fees are 100% non-refundable (with rare exceptions)

Withdrawal from the program is only considered effective on the date that **written** notification is received by IUHPL.

**Any refund of airfare must be arranged through Travel Leaders directly. The $500 airfare deposit is completely non-refundable past April 15th.**

IUHPL — 111 S Jordan Ave — Bloomington, IN 47405 — (812) 856-2123 — iuhpfl@iu.edu — iuhpfl.indiana.edu