<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 (in-person or online)  
- Obtain or renew your passport as processing can take months (passport must be valid 3-6 months after return to U.S.)  
- Explore IUHPFL website and follow us on social media  
- Engage in informal fundraising activities (friends and family only)  
- Get your COVID-19 vaccines and boosters | **Fall 2022** |
| **Registration** | - Register on IUHPFL website  
- $25 Registration fee **waived** for 2022-2023 program year | **9.15 to 11.15.2022** |
| **Personal Application** | - Look for “Invitation to Apply” email  
- Start online application  
- Complete your writing sample (with foreign language teacher)  
- Confirm that your transcript, appraisals, and parental assessment have been submitted  
- Submit application | **Starting in Sept Application due 12.04.2022** |
| **Check Dates** | - Check program and orientation dates on website to ensure no scheduling conflicts (e.g. family vacations, other trips). | **December 2022** |
| **Selection of Participants & Interviews** | - Watch for IUHPFL e-mail of decision for either:  
  - Preliminary Acceptance (and site placement)  
  - Placed on Waitlist  
  - Regretfully Declined  
- Attend Interview if invited  
- Meet ongoing deadlines to maintain acceptance status | **Jan-Mar 2023 By 1.20.2023 Feb/Mar 2023** |
| **Formal Fundraising** | - Start formal fundraising activities (such as sponsorships)  
- Explore scholarship opportunities | **Jan-Apr 2023** |
| **Acceptance Materials #1** | - Submit financial assistance application to IUHPFL via website (optional)  
- Submit the following forms by February 1:  
  1. Intent to Participate (via link in acceptance status email)  
  2. Agreement & Release (via website)  
  3. Payment Schedule & Terms Agreement (via website)  
  4. Travel Agreement (via website)  
  
  **Reminder: Make doctor’s appointment (if you haven’t already)** | **02.01.2023** |
| **Invoice & Financial Assistance Decisions** | - Watch for IUHPFL e-mail with Official Acceptance Letter and Invoice | **On or about 02.08.2023** |
### 2022-2023 Student Checklist – Page 2

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| **Program Fee Payment #1** | □ Pay non-refundable Program Fee Deposit of $500 to IU  
*Pay online with Credit Card via this link: [PAY INVOICE](#)*  
*OR pay by Check. Make check payable to Indiana University and include your Customer and Invoice numbers on the check memo line.*  
Indiana University—Accounts Receivable  
Dept. 78896  
P.O. Box 78000  
Detroit, Michigan 48278-0896 | 02.15.2023 |
| **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  
*$100 is non-refundable. Students must fly to the host country on the group flight. If a student wishes to stay abroad after the program, the airfare deposit must be paid, and deviation plans must be arranged through Travel Leaders by March 1st. Additional airline fees apply.* | 03.01.2023 |
| **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) | 03.01.2023 |
| **Program Fee Payment #2** | □ Pay $1000 toward IUHPFL Program Fees to IU Accounts Receivable  
*(Check payable to Indiana University or pay online with credit card)* | 03.15.2023 |
| **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. | Before Student-Guardian Orientation |
| **Acceptance Materials #3** | □ Submit the following forms by April 1:  
1. Copy of Passport/Green card (via secure upload)  
2. Permission to Travel (China and Mexico only)  
3. Demographics Questionnaire  
4. General Activity Waiver  
5. Copy of COVID-19 Vaccination Card (via secure upload)  
*Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation.* | 04.01.2023 |
| **Airfare Fee Payment #2** | □ Send remaining Airfare Fees to Travel Leaders® *(check payable to Travel Leaders)* | 04.01.2023 |
### 2022-2023 Student Checklist – Page 3

<table>
<thead>
<tr>
<th>Student-Guardian Orientation</th>
<th>At IU Bloomington</th>
<th>□ Attend mandatory day-long Student-Guardian Orientation (student, plus one guardian) at the Indiana Memorial Union</th>
<th>04.16.2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee Payment #3</td>
<td></td>
<td>□ Pay $1,500.00 toward IUHPFL Program Fees to IU Accounts Receivable (Check payable to Indiana University or pay online with credit card)</td>
<td>04.15.2023</td>
</tr>
<tr>
<td>Program Fee Payment #4</td>
<td>Final Payment</td>
<td>□ Pay remaining IUHPFL program fees to IU Accounts Receivable (check payable to Indiana University or pay online with credit card)</td>
<td>05.15.2023</td>
</tr>
</tbody>
</table>
| 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 IUHPFL email about assigned host family  
□ Contact host family via e-mail, text, or letter | May 2023 |
| IUHPFL Experience            | Program & Travel Dates | □ Exact travel dates and details about each site can be found on the IUHPFL website. | Jun-Jul 2023 |
| Post-Program                 |                    | □ Fill out Mandatory Student Exit Survey  
□ Participate in IUHPFL Photo and Video Contest (optional)  
□ Join IUHPFL Alumni on Facebook (optional)  
□ Watch for post program packet in mail | Mid Aug  
Late Aug  
Mid Sept  
Late Sept |
| IUHPFL Alumni                |                    | □ Promote IUHPFL 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 IUHPFL your photos, testimonials, and updates, if you wish! | Ongoing  
Fall 2023 |

### Program Fees Refund Schedule

**Withdrawal before the program:** If a student withdraws from the program prior to departure for any reason other than critical illness or emergency, 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 IUHPFL.

If programs are cancelled prior to departure, all Program Fees and Airfare (minus airline fee) that have already been paid will be refunded.

*Please see our website for the complete IUHPFL Refund Policy.*