



HONORS PROGRAM IN FOREIGN LANGUAGES

2021-2022 Student Checklist (Revised)

Activity	To Do	Due Date
Program Introduction	<input checked="" type="checkbox"/> Learn about IUHPFL from teachers, counselors or alumni <input type="checkbox"/> Attend an IUHPFL presentation <input type="checkbox"/> <i>Obtain or renew your passport as processing can take months</i> (passport must be valid 3-6 months after return to U.S.) <input type="checkbox"/> Explore IUHPFL website and follow us on social media <input type="checkbox"/> Engage in informal fundraising activities (friends and family only) <input type="checkbox"/> <i>Get your COVID-19 vaccine if you haven't already</i>	<i>Fall 2021</i>
Registration	<input type="checkbox"/> Register on IUHPFL website <input type="checkbox"/> \$25 Registration fee <i>waived</i> for 2021-2022 program year	9.15 to 11.15.2021
Personal Application	<input type="checkbox"/> Look for "Invitation to Apply" email <input type="checkbox"/> Start online application <input type="checkbox"/> Complete your writing sample (with foreign language teacher) <input type="checkbox"/> Confirm that appraisals have been submitted <input type="checkbox"/> Confirm that transcript has been submitted <input type="checkbox"/> Submit application	Starting in Sept Application due 12.05.2021
Check Dates	<input type="checkbox"/> Check program and orientation dates on website to ensure no scheduling conflicts (e.g. family vacations, other trips).	December 2021
Selection of Participants & Interviews	<input type="checkbox"/> Watch for IUHPFL e-mail of decision for either: <ul style="list-style-type: none"> ○ Preliminary Acceptance (and site placement) ○ Placed on Waitlist ○ Regretfully Declined <input type="checkbox"/> Meet ongoing deadlines to maintain acceptance status <input type="checkbox"/> Attend Interview if Invited	Jan-Mar 2022 <i>By end of February</i> Feb/Mar 2022
Formal Fundraising	<input type="checkbox"/> Start formal fundraising activities (such as sponsorships) <input type="checkbox"/> Explore scholarship opportunities	Jan-Apr 2022
Acceptance Materials #1	<input type="checkbox"/> Submit financial assistance application to IUHPFL via website (optional) <input type="checkbox"/> Submit the following forms by February 7: <ol style="list-style-type: none"> 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) <input type="checkbox"/> Make doctor's appointment, if you haven't already	02.07.2022
Invoice & Financial Assistance Decisions	<input type="checkbox"/> Watch for IUHPFL e-mail with Official Acceptance Letter and Invoice	During 2nd half of February

2021-2022 Student Checklist – Page 2

Program Fee Payment #1	<input type="checkbox"/> 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	03.01.2022
Airfare Fee Payment #1	<input type="checkbox"/> Mail Airfare Deposit of \$500* to Travel Leaders® <i>(Make check payable to Travel Leaders)</i> Travel Leaders 814 S. Walnut St., Bloomington, IN 47401 disom@travlead.com (812)339-7800 <i>*\$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.</i>	03.01.2022
Acceptance Materials #2	<input type="checkbox"/> Submit the following forms by March 1: <ol style="list-style-type: none"> 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 <i>by language</i> (online) 4. Personal Questionnaire (online) 5. Letter to Host Family with photo <i>in target language</i> (online) 6. Orientation RSVP (online) 7. Reasonable Accommodations Request – <i>as necessary</i> (online) 	03.01.2022
Family Check-In	<input type="checkbox"/> 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	<input type="checkbox"/> Submit the following forms by April 1 : <ol style="list-style-type: none"> 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) <p><i>Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation.</i></p>	04.01.2022
Airfare Fee Payment #2	<input type="checkbox"/> Send remaining Airfare Fees to Travel Leaders® <i>(check payable to Travel Leaders)</i>	04.01.2022
Student-Guardian Orientation At IU Bloomington	<input type="checkbox"/> Attend mandatory day-long Student-Guardian Orientation (student, plus one guardian) at the Indiana Memorial Union	Sunday, April 24 – All Languages

2021-2022 Student Checklist – Page 3

Program Fee Payment #2	<input type="checkbox"/> Pay \$2,500.00 toward IUHPFL Program Fees to IU Accounts Receivable (<i>Check payable to Indiana University or pay online with credit card</i>)	04.15.2022
Program Fee Payment #3 Final Payment	<input type="checkbox"/> Pay remaining IUHPFL program fees to IU Accounts Receivable (<i>check payable to Indiana University or pay online with credit card</i>)	05.15.2022
Preparation for Abroad	<input type="checkbox"/> Strategize packing list according to Handbook <input type="checkbox"/> Students join group for program site on Facebook <input type="checkbox"/> Guardians follow parent blog for program site	Mid-May
Host Family Placement	<input type="checkbox"/> Watch for IUHPFL email about assigned host family <input type="checkbox"/> Contact host family via e-mail, text, or letter	May 2022
IUHPFL Experience Program & Travel Dates	<input type="checkbox"/> Exact travel dates and details about each site can be found on the IUHPFL website.	Jun-Jul 2022
Post-Program	<input type="checkbox"/> Fill out Mandatory Student Exit Survey <input type="checkbox"/> Participate in IUHPFL Photo and Video Contest (optional) <input type="checkbox"/> Join IUHPFL Alumni on Facebook (optional) <input type="checkbox"/> Watch for post program packet in mail	Mid Aug Late Aug Mid Sept Late Sept
IUHPFL Alumni	<input type="checkbox"/> Promote IUHPFL in your classroom/school and beyond as an Alumni Ambassador <input type="checkbox"/> Visit IU to learn about study abroad opportunities through the Office of Overseas Study <input type="checkbox"/> Stay in touch with your program peers, instructors, and host family <input type="checkbox"/> Send IUHPFL your photos, testimonials, and updates, if you wish!	Ongoing Fall 2022

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 April 1, all but the \$500 non-refundable deposit is refundable
- Before May 1, all but \$2,000 is refundable
- On or after May 1, Program Fees are 100% non-refundable

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](#).