



# HONORS PROGRAM IN FOREIGN LANGUAGES

## 2018-2019 Student Checklist

Activity	To Do	Due Date
<b>Program Introduction</b>	<input checked="" type="checkbox"/> Learn about IUHPFL from teachers, counselors or alumni <input type="checkbox"/> Attend an IUHPFL presentation <input type="checkbox"/> Seek out IUHPFL alumni for more information <input type="checkbox"/> Explore IUHPFL website in depth <input type="checkbox"/> Follow IUHPFL on social media <input type="checkbox"/> Engage in informal fundraising activities (friends, family only)	<i>Fall 2018</i>
<b>Registration</b>	<input type="checkbox"/> Register on IUHPFL website <input type="checkbox"/> Pay Registration Fee via IUHPFL website	<b>9.15 to 11.15.2018</b>
<b>Personal Application</b>	<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	<b>Starting in Sept</b>  <b>Application due 12.02.2018</b>
<b>Check Dates</b>	<input type="checkbox"/> Check program and orientation dates on website to ensure no scheduling conflicts (e.g. family vacations, other trips).	<b>December 2018</b>
<b>Selection of Participants</b>	<input type="checkbox"/> Watch for IUHPFL e-mail of decision for either: <ul style="list-style-type: none"> <li>○ Preliminary Acceptance (and site placement)</li> <li>○ Placed on Waitlist</li> <li>○ Regretfully Declined</li> </ul> <input type="checkbox"/> Meet ongoing deadlines to maintain acceptance status <input type="checkbox"/> Apply for new passport, if necessary	<b>Jan-Mar 2019</b> <b>By 01.21.2019</b>
<b>Formal Fundraising</b>	<input type="checkbox"/> Start formal fundraising activities (such as sponsorships) <input type="checkbox"/> Explore scholarship opportunities	<b>Jan-Apr 2019</b>
<b>Interviews</b>	<input type="checkbox"/> Attend interview if invited	<b>February 2019</b>
<b>Financial Aid Application &amp; Decisions</b>	<input type="checkbox"/> Submit online financial aid application to IUHPFL (optional) <input type="checkbox"/> Watch for IUHPFL e-mail announcement of decisions	<b>By 02.01.2019</b> <b>02.08.2019</b>
<b>Acceptance Materials #1</b>	<input type="checkbox"/> Submit the following forms by February 1: <ol style="list-style-type: none"> <li>1. Agreement &amp; Release (online)</li> <li>2. Payment Schedule &amp; Terms Agreement (online)</li> <li>3. Travel Agreement (online)</li> </ol> <p><i>Reminder: Make doctor's appointment, if you haven't already</i></p>	<b>02.01.2019</b>

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<b>Program Fee Payment #1</b>	<input type="checkbox"/> Program Fee payment: Pay \$500 non-refundable deposit  Pay online at: <a href="http://WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP">WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP</a>  Or pay by check (make check payable to Indiana University) <b>Indiana University—Accounts Receivable</b> <b>Dept. 78896</b> <b>P.O. Box 78000</b> <b>Detroit, Michigan 48278-0896</b>	<b>02.15.2019</b>
<b>Airfare Fee Payment #1</b>	<input type="checkbox"/> Airfare Payment: Mail \$500 deposit to <b>Travel Leaders® (Make check payable to Travel Leaders)</b> <b>Travel Leaders</b> <b>814 S. Walnut St., Bloomington, IN 47401</b> <b>(812)339-7800</b>  <i>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 with Travel Leaders.</i>	<b>03.01.2019</b>
<b>Acceptance Materials #2</b>	<input type="checkbox"/> 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 <i>by language</i> (online) 4. Personal Questionnaire (online) 5. Letter to Host Family with photo (online) 6. Orientation RSVP (online) 7. Reasonable Accommodations Request – <i>as necessary</i> (online)  <i>Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation.</i>	<b>03.01.2019</b>
<b>Program Fee Payment #2</b>	<input type="checkbox"/> Pay \$1,000 toward IUHPFL Program Fees to IU Accounts Receivable <i>(Check payable to Indiana University or pay online with credit card)</i>	<b>03.15.2019</b>
<b>Family Check-In</b>	<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. Email questions or concerns to the Office Team ( <a href="mailto:iuhpfl@iu.edu">iuhpfl@iu.edu</a> )	<b>Before Student-Guardian Orientation</b>
<b>Acceptance Materials #3</b>	<input type="checkbox"/> 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  <i>Note: Some sites will have additional forms to be completed. The extra forms will be sent via email or distributed at Orientation.</i>	<b>04.01.2019</b>
<b>Airfare Fee Payment #2</b>	<input type="checkbox"/> Send remaining Airfare Fees to <b>Travel Leaders® (check payable to Travel Leaders)</b>	<b>04.01.2019</b>

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<b>Student-Guardian Orientation</b> At IU Bloomington	<input type="checkbox"/> Attend <i>site-specific, mandatory</i> day-long Student-Guardian Orientation (student, plus one guardian) at the Indiana Memorial Union	<b>April 7</b> – Spanish <b>April 14</b> – French, German & Japanese
<b>Program Fee Payment #3</b>	<input type="checkbox"/> Pay \$1,500.00 toward IUHPFL Program Fees to IU Accounts Receivable ( <i>Check payable to Indiana University or pay online with credit card</i> )	<b>04.15.2019</b>
<b>Program Fee Payment #4</b> 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> )	<b>05.15.2019</b>
<b>Preparation for Abroad</b>	<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	<b>Mid-May</b>
<b>Host Family Placement</b>	<input type="checkbox"/> Watch for IUHPFL email about assigned host family <input type="checkbox"/> Contact host family via e-mail, text, or letter	<b>May 2019</b>
<b>IUHPFL Experience Program &amp; Travel Dates</b>	<input type="checkbox"/> Exact travel dates and details about each site can be found on the IUHPFL website.	<b>Jun-Jul 2019</b>
<b>Post-Program</b>	<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	<b>Mid Aug</b> <b>Late Aug</b> <b>Mid Sept</b> <b>Late Sept</b>
<b>IUHPFL Alumni</b>	<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!	<b>Ongoing</b> <b>Fall 2019</b>

## 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 IUHPFL. **Any refund of airfare must be arranged through Travel Leaders directly.**