

# **IMPORTANT INFORMATION – READ THIS DOCUMENT**

## **STUDENT TIMELINE FOR SPRING 2010 STUDY ABROAD STUDENTS**

The Semester in Salamanca, Spain, program is open to all college students who will complete (or have already completed) 12 units with a GPA of 2.5 prior to departure.

First year students enrolled in 12 units can be accommodated if they can provide a “work-in-progress” report indicating a GPA of 2.5 or higher by the application deadline, and they are approved by their campus coordinator.

### **TODAY**

**STUDENTS INTERESTED IN RECEIVING FINANCIAL AID FOR THE SPRING 2010 SEMESTER IN SALAMANCA PROGRAM SHOULD APPLY FOR FINANCIAL AID AT CITRUS COLLEGE NOW!**

Students who attend non member colleges and universities are welcome to participate in the spring 2010 program in Spain if they meet eligibility requirements.

If you attend a college other than those listed below and would like to participate in this program, please forward official (sealed) transcripts to Citrus College Study Abroad so we can determine your eligibility and sign Part D (academic approval) of your application.

Consortium member colleges are: Antelope Valley College, Citrus College, Crafton Hills College, MiraCosta College, Mt. San Antonio College, Mt. San Jacinto College, Palomar College, Rio Hondo College, San Bernardino Valley College, San Diego City College.

**Spring 2010 financial aid is processed at Citrus College for all eligible participating financial aid students. The financial aid contact person for our program is Julie Martinez (626) 914-8595 [jmartinez@citruscollege.edu](mailto:jmartinez@citruscollege.edu).**

All eligible financial aid applicants must complete a **Citrus College Application for Admission** (available online [www.citruscollege.edu](http://www.citruscollege.edu)). Please write Semester in Spain 2010 on the outside of this application. **Financial aid students also need to submit the Request for Financial Assistance Form and Information Release Form** located in the Semester in Spain information packet or financial aid will not be able to identify you as a study abroad student. These documents are critical to the completion of your file and should be sent immediately to the Citrus College Financial Aid Office, 1000 W. Foothill Blvd., Glendora, CA 91741 – ATTN: JULIE MARTINEZ

**IF YOU HAVE ALREADY APPLIED FOR FINANCIAL AID FOR THE  
2009-2010 ACADEMIC YEAR:**

Please be sure Citrus College is listed on your Student Aid Report (SAR). If Citrus is not listed, you **must add Citrus College**. You can go online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) or call the processor at 1(800) 433-3243 and add Citrus College, school code #001166. In order for Citrus College to complete your file, you **must forward sealed copies of official academic transcripts** from all colleges attended to: Citrus College Admissions and Records Office, 1000 W. Foothill Blvd., Glendora, CA 91741 - ATTN: JUDY GORDEN.

**IF YOU HAVE NOT APPLIED FOR FINANCIAL AID FOR THE 2009-  
2010 ACADEMIC YEAR:**

If you **have not applied** for financial aid for 2009-2010 and you want financial assistance, you need to complete the 2009-2010 Free Application for Federal Student Aid (FAFSA). You can file the FAFSA electronically through the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) . Be sure to list Citrus College Title IV Code #001166 on the FAFSA. Do not forget to mail in the printed, signed certification sheet when filing electronically or submit electronic signatures with your (and parent if applicable) federal pin number. **Your application will be invalid without the signed certification.** In order for Citrus College to complete your file, you **must forward sealed copies of official academic transcripts** from all colleges attended to: Citrus College Admissions and Records Office, 1000 W. Foothill Blvd., Glendora, CA 91741 - ATTN: JUDY GORDEN.

**Please note: Cal Grant application deadlines are as follows:**

- **September 2, 2009 for competitive awards**

If you are a Cal Grant recipient, it is your responsibility to submit a 'Grant Record Change Form for Students' (G-10 form) to CSAC (California Student Aid Commission) indicating the semester you will be changing to Citrus College. You must also submit the school change back to your home school for the following semester. Students who fail to notify CSAC may lose their Cal Grant eligibility.

**Students who are attempting to receive financial aid must submit all supporting documents requested by Citrus College in order to complete their file in a timely manner. Citrus College Financial Aid Office will send Award Letters and loan applications to students after all documents are received and verified.**

**Do not delay completing applications, forms, and responding to our letters requesting further information, or you may jeopardize your chances for receiving an award letter by the deadline.**

**Study abroad students can also apply for the Benjamin Gilman Scholarship. Information regarding eligibility for this scholarship is available at the Gilman website: <http://www.iie.org/programs/gilman/index.html> . Applicants must be receiving a Federal Pell Grant or provide proof that he/she will be receiving a Pell Grant at the time of application or during the study abroad term. Gilman Scholarship deadlines are as follows:**

**October 7 - Student Deadline** for submission of online application for the Gilman Scholarship

**October 10 - Postmark Deadline** for official, undergraduate transcripts. Applicants must submit three copies of their undergraduate transcript from their current community college or university and most recently attended transfer institution, if applicable. See Gilman website above.

**Please check with Citrus College Study Abroad for any additional study abroad scholarship opportunities [ljamison@citruscollege.edu](mailto:ljamison@citruscollege.edu)**

#### **SEMESTER IN SPAIN PAYMENT POLICY:**

**All** students must submit the first payment of **\$350** with the completed American Institute for Foreign Study (AIFS) application no later than **November 25**. If you are participating in the optional tour to Portugal, please add an additional \$50 deposit for this tour.

Students who are **not** receiving financial aid are required to pay their program fees according to the AIFS payment schedule listed on the AIFS application. Each student will receive an invoice from AIFS.

Students **receiving** financial aid are responsible for paying some of the fees prior to departure. These fees include the airfare (\$635); airline-imposed departure taxes, fees and fuel surcharges (estimated at \$357); the \$250 refundable damage deposit; and \$600 towards the balance. Financial aid students are also responsible for paying any single room surcharges (if they choose a single room accommodation), tour deposit (if they choose the optional tour to Portugal), and any portion of the balance that will **not** be covered by their financial aid award.

**The remaining balance for financial aid students will need be paid to AIFS according to the student's financial aid disbursement dates.** If you are a financial aid student and your financial aid file is **not** complete or loans are not guaranteed, you will be required to pay AIFS any fees not covered.

**BEGINS IN  
AUGUST**

**CAMPUS COORDINATORS WILL ACCEPT AIFS  
SEMESTER IN SALAMANCA, SPAIN, APPLICATIONS AND DEPOSITS**

- Read, complete and sign the AIFS Semester in Salamanca, Spain, application.
- Applications must be accompanied by a deposit of \$350 (payable to A.I.F.S.), and four 2" X 2" head shot photographs. Computer generated head shot photos on photo paper are acceptable. If you are participating in the optional tour to Portugal, please add an additional \$50 deposit for this tour.
- Return the completed AIFS application to your campus study abroad coordinator. Individual campus coordinators are listed on the last page of this document. **Campus Coordinators are responsible for signing Part D of your application.**
- **If you do not attend one of the colleges listed on the last page of this document, please forward official college transcripts to Judy Gorden in Admissions and Records, 1000 W. Foothill Blvd., Glendora, CA 91741, so Citrus College can determine your academic eligibility and sign Part D of your application. Be sure to list Study Abroad on the envelope.**

**Students must obtain their own passports.** Check with your local post-office to see if they offer passport services. Processing usually takes 6 weeks but can be longer. You can also call the California Department of Passport Applications in Los Angeles (877) 487-2778 for information.

**BEGINS IN  
SEPTEMBER**

**REGISTRATION FOR CLASSES BEGINS FOR ALL STUDENTS WHO  
HAVE SUBMITTED A PROGRAM APPLICATION AND DEPOSIT.**

**Judy Gorden in Citrus College Admissions and Records will email registration information to all students who have submitted an AIFS Semester in Salamanca application and deposit to Citrus College or their study abroad coordinator. Be sure the email address you list on your application is one you check regularly. If you do not have an email address, registration materials will be mailed to the address you provide on your application.**

- You will receive a schedule of classes and book order with your registration instructions. Check to confirm that there are no time conflicts in your course selections and return the book order to Judy Gorden as soon as possible. **A Citrus College Application for Admission must be on file at time of registration. This application is available on our college web site [www.citruscollege.edu](http://www.citruscollege.edu) Judy Gorden can be reached at (626) 857-4134, [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu) (Citrus College, 1000 West Foothill Blvd., Glendora, CA 91741 Attn: Judy Gorden)**

**NOVEMBER 25** **DEADLINE FOR SEMESTER IN SPAIN APPLICATIONS.** If you are a first year student or do not have official transcripts in hand, you should plan to submit the application and deposit earlier, so we have time to verify eligibility. **Students applying after the deadline will be accepted on a space available basis.**

**DECEMBER 4** Deadline for students to notify AIFS (**in writing**) of their decision to withdraw and still be eligible for a refund of their initial deposit of \$350, less \$150 processing fee (see refund policy on AIFS application). Tour deposits are nonrefundable. See AIFS refund policy on the AIFS application agreement and release form for cancellation charges levied after December 4.

- **REFUNDS:** Requests for refunds must come from the student in writing, and must be received by AIFS **on or before December 4**. Refund requests need to be directed to **Patty Cardenas, AIFS, River Plaza, 9 West Broad St., Stamford, CT 06902-3788** [pcardenas@aifs.com](mailto:pcardenas@aifs.com)
- Students who withdraw are also responsible for notifying their Study Abroad Coordinator and Judy Gorden at the Citrus College Admissions and Records Office (626) 857-4134 e-mail [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu). Financial Aid students must notify Julie Martinez in the Citrus College Financial Aid Office (626) 914-8595, e-mail: [jmartinez@citruscollege.edu](mailto:jmartinez@citruscollege.edu)

**DECEMBER 10** Citrus College registration materials must be received by Judy Gorden, Citrus College Admissions and Records, **on or before** this date. If you have questions, please call Judy Gorden, (626) 857-4134, or email [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu). **Please note Judy Gorden's office hours are 7:00 a.m. – 11:30 a.m., Monday – Thursday.**

**JANUARY 30**  
**9:15-12:00** **SALAMANCA, SPAIN, STUDENT ORIENTATION will be held in the Citrus College Campus Center for all students participating in the program. Family members are welcome. Students will receive essential information at this meeting. ATTENDANCE REQUIRED**

AIFS representatives from Spain will attend the Student Orientation. Semester in Spain faculty will also attend and distribute their handouts and syllabus. Students will pay any Citrus College registration fees and purchase their textbooks at this time. You may pay registration fees by cash, VISA, MasterCard, or personal check. Textbooks can be purchased by using cash, VISA, MasterCard, American Express, Discover or check. When paying by check, separate checks are required for the bookstore (The Owl Bookshop) and registration (Citrus College).

## **PROGRAM ITINERARY**

Thursday, February 18	Departure from Los Angeles-LAX to Madrid-Barajas
Friday, February 19	Arrival in Madrid - Transfer to Hotel in Madrid – Night in Madrid
Saturday, February 20	Madrid City Tour – Madrid to Salamanca
Sunday, February 21	Salamanca, Welcome Tapas Reception
Monday, February 22	Classes Begin
Friday, March 5 - Sunday, March 7	Optional Portugal Excursion
Friday, March 26 - Sunday, April 4	Mid-term break
Thursday, May 13	Last Day of Classes – Farewell Dinner
Friday, May 14	Transfer Salamanca to Madrid Hotel – Night in Madrid
Saturday, May 15	Departure from Madrid-Barajas to Los Angeles-LAX

\*Dates for included excursions to Avila, Segovia, El Escorial, Valley of the Fallen TBD

## **CONSORTIUM COLLEGES AND CONTACTS:**

**Antelope Valley College – Sharon Lowry (661) 722-6304/Patricia Harris (661) 722-6688**

**Citrus College – Lynn Jamison (626) 914-8560/ Michael A. Hurtado (626) 914-8870**

**Crafton Hills College- Kris Aquistapace (909) 389-3347**

**MiraCosta College – Mia Scavone (760) 757-2121 X 6896**

**Mt. San Antonio College – Betsy McCormick (909) 594-5611 X4631; Julie Bray-Ali (909) 594-5611 X4148**

**Mt. San Jacinto College – Linda Lang (951) 639-5252**

**Palomar College – Yasue O’Neill (760) 744-1150 X 2167**

**Rio Hondo College – Katie O’Brien (562) 463-3223**

**San Bernardino Valley College – Julie Tilton (909) 384-8597**

**San Diego City College – Marion Froehlich (619) 388-3652**

## **INFORMATION CAN ALSO BE RECEIVED BY CALLING CITRUS COLLEGE:**

**Lynn Jamison–Study Abroad Specialist/Coordinator (626) 914-8560 [ljamison@citruscollege.edu](mailto:ljamison@citruscollege.edu)**

**Dr. Michael A. Hurtado-Dean (626) 914-8870 [mhurtado@citruscollege.edu](mailto:mhurtado@citruscollege.edu)**

**Judith Heinrichs-Registrar (626) 914-8516 [jheinrichs@citruscollege.edu](mailto:jheinrichs@citruscollege.edu)**

**Judy Gorden-Admissions Office Tech II (626) 857-4134 [jgorden@citruscollege.edu](mailto:jgorden@citruscollege.edu)**

**Julie Martinez-Financial Aid Advisor (626) 914-8592 [jmartinez@citruscollege.edu](mailto:jmartinez@citruscollege.edu)**