

# JAPAN 2019 SUMMER

## COURSE REGISTRATION FORM 1 OF 6

DUE FRIDAY, December 14, 2018

NAME \_\_\_\_\_  
PLEASE PRINT YOUR FULL NAME AS IT APPEARS ON YOUR PASSPORT

DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

LOCAL TELEPHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PERMANENT TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

### FOR INTERNATIONAL STUDENTS ONLY

NAME \_\_\_\_\_  
PLEASE PRINT YOUR NAME AS IT APPEARS ON YOUR PASSPORT

COUNTRY OF CITIZENSHIP \_\_\_\_\_ COUNTRY OF BIRTH \_\_\_\_\_

US IMMIGRATION STATUS

I CURRENTLY DO NOT HAVE A US VISA

I MUST APPLY FOR AN F-1 VISA

I CURRENTLY HAVE A US VISA # \_\_\_\_\_ (F-1, H-1, GREEN CARD, ETC.)

I WISH TO REGISTER FOR THE FOLLOWING COURSE

PRINTMAKING IN JAPAN \_\_\_\_\_ AUDIT \_\_\_\_\_ CREDIT \_\_\_\_\_

BOOKMAKING IN JAPAN \_\_\_\_\_ AUDIT \_\_\_\_\_ CREDIT \_\_\_\_\_

### COLLEGE CREDIT INFORMATION

Students successfully completing courses receive college credit from Montserrat College of Art, 23 Essex Street, Beverly, MA 01915. Since each institution of higher learning makes its own decisions on the acceptance of transfer credits, students affiliated with other colleges and universities are advised to check with their home institutions. Montserrat cannot guarantee that such credit will transfer to another institution. Students must register before departure.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

I am certifying that the information I have submitted is complete and correct to the best of my knowledge.

***If you have a current, valid passport, please attach a photocopy to your application. If you need to apply for a passport, the deadline for this trip is February 1, 2019.***

# JAPAN 2019 SUMMER PROGRAM

## STATEMENT OF PURPOSE

FORM 2 OF 6

DUE FRIDAY, December 14, 2018

In two or three paragraphs please describe any university or professional experience relevant to the course offered. Also tell us what you hope to gain during the Japan Study Abroad Program.

**SIGNATURE**

**DATE**

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# JAPAN 2018 SUMMER PROGRAM

## RECOMMENDATION

Note: 2 academic recommendations are required  
FORM 3 OF 6

DUE FRIDAY, December 14, 2018

### TO THE APPLICANT

This form is to be completed by a person, other than a friend or family member, who is familiar with your artistic and/or academic work. For the convenience of your reference complete the top portion of this form yourself and provide your reference with a stamped and addressed envelope.

### APPLICANT'S NAME

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I am applying to study in the Japan Study Abroad Program. Under the provisions of the Family Educational Rights and Privacy Act,

I retain my right of access to information contained in this recommendation.

I waive my right of access to information contained in this recommendation.

### SIGNATURE OF THE APPLICANT

DATE

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### TO THE REFERENCE

The applicant named above is applying for entry to the study-abroad program sponsored by Montserrat College of Art. Students are selected on the basis of artistic and academic ability and personal maturity. Please provide your frank opinion of the applicant's qualifications.

1. For how long and in what capacity have you known the applicant?
2. Please assess the quality and level of the applicant's artistic and/or academic work describing strengths and weaknesses.
3. How would you rate the applicant's ability to adjust easily to new or changing situations or environments? Bear in mind that the intensity of the Japan program requires a high degree of maturity, self-motivation, and commitment.
4. Please describe how the applicant relates to others, including teachers and peers.
5. Please make any additional comments about the applicant's qualifications for participation in a study-abroad program.
6. I strongly recommend this applicant for the study-abroad program.  
I recommend this applicant, but have reservations as noted above.  
I do not recommend this applicant for the study-abroad program.

NAME OF REFERENCE

POSITION OR TITLE

---

COLLEGE OR UNIVERSITY

TELEPHONE

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May we contact you if we have any questions about your recommendation?    yes    no

SIGNATURE OF REFERENCE

DATE

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NAME OF REFERENCE

POSITION OR TITLE

---

COLLEGE OR UNIVERSITY

TELEPHONE

---

May we contact you if we have any questions about your recommendation?    yes    no

SIGNATURE OF REFERENCE

DATE

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# JAPAN 2019 SUMMER PROGRAM

## PAYMENT 1 of 3 – Japan Study Abroad Program

FORM 4 OF 6

DUE FRIDAY, December 14, 2018

Please include a signed check payable to Montserrat College of Art for deposit and registration in Japan Program 2019. You can also pay on-line with Paypal at <a href="https://www.montserrat.edu/travel/">https://www.montserrat.edu/travel/</a> .	DEPOSIT AMOUNT: \$400 non-refundable	Amount Enclosed \$
	Tuition is \$6,400. A \$75 late fee is charged for each missed payment. If the \$400 deposit is not received in full by December 14, 2018 the College reserves the right to withdraw your application. Refunds will be issued for the amounts previously paid less the \$400 deposit and any late fees.	
	RETURN TO: Japan Program, Montserrat College of Art, att: Megan O’Connell, 23 Essex Street, Beverly, MA 01915	

## PAYMENT 2 of 3 – Japan Study Abroad Program

FORM 4 OF 6

DUE BY January 18, 2019

Please include a signed check payable to Montserrat College of Art for deposit and registration in Japan Program 2019. You can also pay on-line with Paypal at <a href="https://www.montserrat.edu/travel/">https://www.montserrat.edu/travel/</a> .	AMOUNT: \$3000	Amount Enclosed \$
	Tuition is \$6,400. A \$75 late fee is charged for missed payments. If the 2nd payment of \$3000 is not received in full by January 12, 2018 the College reserves the right to withdraw your application. Refunds will be issued for the amounts previously paid less the \$400 deposit and any late fees.	
	RETURN TO: Japan Program, Montserrat College of Art, att: Megan O’Connell, 23 Essex Street, Beverly, MA 01915	

## PAYMENT 3 of 3 - Japan Study Abroad Program

FORM 4 OF 6

DUE BY February 15, 2019

Please include a signed check payable to Montserrat College of Art for deposit and registration in Japan Program 2019. You can also pay on-line with Paypal at <a href="https://www.montserrat.edu/travel/">https://www.montserrat.edu/travel/</a> .	AMOUNT: \$3000	Amount Enclosed \$
	Tuition is \$6,400. A \$75 late fee is charged for missed payments. If the 3rd payment of \$3000 is not received by February 15, 2019 the College reserves the right to withdraw your application. Refunds will be issued for the amounts previously paid less the \$400 deposit and any late fees assessed.	
	RETURN TO: Japan Program Montserrat College of Art, att: Megan O’Connell, 23 Essex Street, Beverly, MA 01915	

Please refer to the refund policy if you have questions:

<https://www.montserrat.edu/wp-content/uploads/Payments-and-refund-policy.pdf>

# JAPAN 2019 SUMMER PROGRAM

## TRAVEL RELEASE

FORM 5 OF 6

DUE WEDNESDAY, December 14, 2018

I, \_\_\_\_\_, a participant in Montserrat College of Art's program in Niigata, Japan do voluntarily and without reservation and realizing the full significance of my action waive renounce and release on behalf of myself, my heirs and my estate all claims of whatever nature for any injury, loss, damage, delay, irregularity or expense caused by strikes, war, weather, sickness, quarantine, government restrictions or regulations arising from any act of omission of any steamship line, airline, bus company, school or university, firm, agency or individual, or for any other cause in connection therewith against any staff member of the program accompanying or leading this trip, their heirs or estates, or against any school, college or university, their Trustees or Officers, which grant credit to students for the successful completion of this program.

I have satisfied the Montserrat College of Art requirement of acquiring medical coverage for the duration of the program. I grant to the Montserrat College of Art Summer Program full authority to take whatever action they feel is warranted under the circumstances regarding my health or safety on the trip. This authority will permit the tour leader and/or staff members to place me at my own expense in a hospital at any point abroad for medical services or treatment, or if no hospital is available to place me in the hands of a local medical doctor for treatment. The program leader and staff members are further authorized to fly me back to the United States at my own expense if this be deemed by the program leader and/or staff members in consultation with local medical authorities to be necessary.

It is expressly understood and agreed by the undersigned that Montserrat College of Art provides chaperons and supervision on this trip, but that I as a student am responsible for my individual conduct, health and safety at all times. It is further understood however that nothing stated herein shall relieve me from adhering to the stipulations set forth in this document.

Montserrat College of Art through faculty members and staff in charge, reserves the right to suspend or terminate my participation in the trip for failure to maintain the standards of the program, the stipulations set forth above, or it be deemed that my acts of conduct are detrimental to, or incompatible with the interests, purpose or welfare of Montserrat College of Art. Such suspension will in no way entitle me to a refund of either tuition or any portion of the trip. It is further understood that if I fail to participate or terminate my participation in the Montserrat College of Art program, I will not be entitled to a refund of either tuition or any unused portion of the cost of the trip.

STUDENT SIGNATURE

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# JAPAN 2019 SUMMER PROGRAM

## HOUSING REGISTRATION

DUE WEDNESDAY, December 14, 2018

Please fill out the following information for housing registration in Japan.

LAST NAME

FIRST NAME

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EMERGENCY CONTACT PERSON

---

RELATIONSHIP TO YOU

TELEPHONE

EMAIL

---

MALE

FEMALE

PREFER NOT TO LIST

---

SMOKER

NON SMOKER

ROOMMATE REQUEST

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OTHER SPECIAL CONSIDERATION

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**STUDY-TRAVEL PROGRAMS**  
**PAYMENT AND REFUND POLICY**

**Program Cost**

Please see the Application & Registration Procedure information for details of program costs for the current year.

The program cost cannot be guaranteed for applications or payments received after airline tickets have been purchased. If and when a late application or payment follows a rise in airfares, the student will be responsible for the total increased fare.

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**Payment Schedule**

(See the Application & Registration Procedure information for specific deadlines for payments.)

To help ensure the quality and viability of the study-travel programs, the timely commitment of funds is required for a number of reasons, including, but not limited to transportation, housing, reservation fees, etc. The ability to make and confirm such arrangements is dependent upon the timely receipt of payments from participants.

All payments must be delivered or sent to the Bursar's Office at Montserrat College of Art, 41 Essex Street, Beverly, MA, 01915, to arrive before or on the date stated in the Application and Registration Procedure and must specify the destination country of the study-travel program to ensure correct application of the payment. Checks must be made payable to Montserrat College of Art, and must indicate on the memo line of the check the destination country name.

**PAYMENT #1 APPLICATION FEE:** \$400 (non-refundable) payable to *Montserrat College of Art* at the time the application is submitted. This non-refundable application fee will be applied to the cost of the program.

**PAYMENT #2 (DUE AT LEAST 120 DAYS BEFORE THE START OF THE PROGRAM)**—50% of balance due after payment of the application fee, payable to *Montserrat College of Art*.

**PAYMENT #3 (DUE AT LEAST 60 DAYS BEFORE THE START OF THE PROGRAM)**— remaining balance due after payment of the application fee and payment #2, payable to *Montserrat College of Art*.

PLEASE BE ADVISED THAT a \$75 late fee is charged for each late payment. If payment is not received in full by the deadline for that payment, the college reserves the right to withdraw the student's application.



### **Refund Policy**

(Note: The word “student” as used here refers to all participants in the study-travel program [other than program faculty and staff], whether or not the individual is taking courses and/or taking courses for credit.)

- Should the college cancel the program because an insufficient number of students have enrolled for that program, all payments received by the college for that program will be refunded, or as yet undeposited checks will be returned.
- Airline tickets for the travel group are purchased after the college confirms that the program has sufficient enrollment to proceed, after receipt of Payment #2, as described above. Once purchased, there will be no refunds from Montserrat for the value of the airline ticket. We recommend that students purchase travel insurance.
- If a student withdraws from the program prior to the purchase of airline tickets, as yet uncommitted funds will be refunded to the student, less the \$400 application fee.
- If a student withdraws from the program for any reason (\*see exception below) after airline tickets have been purchased, no refunds will be given.
- \*If a student withdraws from the program at any time as a result of personal medical incapacity, satisfactory documentation from a medical professional will be required for the refund of any as yet unspent funds, less the \$400 application fee.
- In order to participate in the study-travel program, a student’s charges must be paid in full, all funds received by the college, and the account cleared by the Bursar’s Office by the date established for the particular program. This includes late fees. A student whose account has not been cleared by the Bursar’s Office as paid in full by the established date will not be allowed to depart with the group. If payment is not received in full by the established date, the college reserves the right to withdraw the student’s application and there will be no refunds issued.
- The college reserves the right to cancel a program in consideration of the best interests of the travelers. Should the program be cancelled because of circumstances outside the college’s control, including disruptions resulting from weather, labor actions, hostilities in the region, etc., refunds will be made of remaining uncommitted funds, less the \$400 non-refundable application fee.

- If the student's application is rejected by the college, \$300 of the application fee will be refunded to the student.
- If a student has applied for a scholarship and the college denies the scholarship to the student, which thus prevents the student from the ability to participate in the program, \$300 of the application fee will be refunded.
- If you have been awarded a federal PELL grant, you may qualify for a federal PELL grant for the summer. Please contact the Financial Aid office to see if you qualify. If you do qualify, the amount due out of pocket for the trip can be reduced by your awarded summer federal PELL grant. Please check with Joanne Rakoc (joanne.rakoc@montserrat.edu) for a specific dollar amount.  
Please know that the federal PELL grant is an estimate, and if for any reason you become ineligible for the grant you are responsible for that amount owed to the College. You must register for at least 6 credits in a semester to be eligible for PELL grant. If for some reason you do not attend the trip, you are no longer eligible for the summer PELL grant.

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I have read this document, which states the payment obligations and refund policy for participants in the Montserrat College of Art study-travel programs, and I agree to abide by them.

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Student participant's name (please print)

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Student participant's signature

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Date