STUDENT CHECKLIST

BRAZIL

To Program Director - **Clarice Deal - DLL 419C**

1) ____ Unofficial Transcript (available from the Registrar's Office)

To Summer Sessions Office – **Ritter Building B - 160**

1) ____ Summer Study Program Application, Student Agreement, Student Waiver, Disciplinary Record release and Proxy Forms **by February 2, 2005.** Applications will be accepted until the program is full.

2) ____ Deposit for Program $150 ($100 non-refundable) with application

3) ____ Four Pictures approximately 1" X 1" due February 11, 2005 **(available at the MU photo booth; write your name and the program name on the back of each photo)**

4) ____ Copy of Medical Insurance Coverage if available **(copy of current insurance card or policy)**

To Cashiering Services – Please read your Welcome Email for more details regarding payments and tuition

1) _____	Payment Dates	1st pmt	by February 18	$1000
		2nd pmt	by March 4	$1000
		3rd pmt	by April 1	$ 220
2) _____	tuition		by April 19	tuition

If you have not registered and paid for your courses by April 22, 2005 a late fee of $50 will be assessed to your account.

Notice: The Program may allow for time which can be spent in non-Program activities. Participants may wish to travel, sightsee or participate in activities or events in which they have a personal interest. Please note that the participant is fully responsible for making arrangements and for all costs of transportation, lodging, food and additional expenses that may be associated with any non-Program activities.

To Student Health – (Fax number 480-965-8914)

1) _____ Immunization (non-ASU Student only)

CANCELLATION POLICY

All students withdrawing from a program must provide a written statement to their program director.

1) $ 100 of the $150 deposit is non-refundable.
2) Refunds, on payments made plus the refundable portion of the deposit, will be issued until April 4, 2005.
3) Students whose written withdrawal statement is received after April 4 but prior to 30 days before the beginning of their program MAY be granted a partial refund.
4) No refund will be granted for students whose written withdrawal statement is received within 30 days of the beginning of their program.