



## GLOBAL SERVICE CORPS PROGRAM APPLICATION FORM

### Financial Policies

To receive the lowest program fee rate, GSC suggests applying no later than **90 - 75 days**, before your chosen start date (or **3 - 4 months** if you are **AmeriCorps**); the sooner the better.

A \$300 deposit is required when you apply. You may pay your deposit using your credit card by calling the GSC office at 503-954-1659. Alternatively, you may pay your deposit by mailing a check, however; this will delay the application process. The deposit is paid in addition to the program fee. The deposit will be returned after you have successfully completed the program and submitted all of your program reports, and so long as there are no unforeseen expenses beyond GSC's control. If during the application process your application is declined, GSC will refund your deposit. This deposit is not refunded if you choose not to complete the enrollment for a GSC program.

GSC will begin processing your application when GSC receives your Application Form, resume, personal statement, and deposit. After GSC approves your application, you will receive an email with instructions about how to complete the application process. This email will have participant forms and instructions about how and when to submit them to GSC by the stated deadlines.

Final payment of program fees and some of the specific participant forms must be received no later than 60 days before your scheduled program start date.

Other specific information and forms must be received no later than 30 days before your scheduled program start date.

If GSC does not receive by the due date(s) either your final payment or any of the required material, you will be subject to a \$300 late fee or to cancellation of your program. Note that late payment of program fees must be made by cashier's check or money order. If GSC does not receive the required items by 10 days after the respective due dates, your program will be cancelled. (See below for details.)

GSC accepts program fee payment only by personal check, cashier's check, or money order. All payments and funds submitted to Global Service Corps must be in US dollars.

Program fees do not include the cost of airfare, airport fees, departure taxes, visas, background check, travel insurance or immunizations; these expenses are the responsibility of the participant. Global Service Corps is a project of GSC International, a 501(c)(3) nonprofit organization. All fees (except the deposit) paid to Global Service Corps, as well as your airfare, may be tax-deductible to the full extent of the law. Consult your tax advisor for details.

Date\_\_\_\_\_ Participant Initials\_\_\_\_\_

Date\_\_\_\_\_ Guardian Initials\_\_\_\_\_



## **Fast-Tracking Late Applications**

If you are unable to submit all of your application material, turn in the final payment and all of the 60-day material by 60 days before the start of your program, your application will be considered a fast tracked application. Under these circumstances your program fee is increased by \$300. The fast-tracked applicant must make final payment by cashier's check or money order payable to "Global Service Corps". GSC does not accept applications received less than 50 days prior to the scheduled start date of the applicant's chosen program.

After GSC approves your application, you will receive an email with instructions about how to complete the application process. This email will have participant forms and instructions about how and when to submit them to GSC.

As a fast-tracked applicant, once GSC sends the instructional email with the participant forms discussed above, you will have 10 days for GSC to receive your payment in full and all participant forms normally due by the 60-day deadline or your program will be cancelled.

Fast-tracked applicants are expected to have in the GSC office the remaining participant information on the normal scheduled 30-day due date. A late fee of \$300 will be assessed if this 30-day due date is missed. All remaining 30-day deadline items must then be received by GSC 20 days before the program start date or the applicant's program will be cancelled.

## **Cancellation, Deferral and Refund Policies**

If during the enrollment process your application is declined, GSC will refund your deposit. If you cancel your program at any time GSC will retain your deposit. GSC must receive notification of date and/or program changes, deferral and cancellation in writing. If cancelling, all refunds will be based on the date GSC receives formal notification. If an applicant cancels his or her program, GSC may retain part of their fees as follows:

- Cancellation more than 60 days prior to the program start date: GSC retains the deposit.
- Cancellation between 60 and 30 days prior to the program start date: GSC retains the deposit and 50% of program fees.
- Cancellation between 30 and 15 days prior to the program start date: GSC retains the deposit and 75% of program fees.
- No refunds will be given within 15 days of the starting date for any reason, including illness or injury. This means that no refunds will be given once the program begins.

**Important: We encourage all participants to purchase trip cancellation insurance.**

GSC reserves the right to cancel programs for any reason, including insufficient number of participants. If for any reason GSC cancels a program before its start date, a full refund of all fees paid to GSC will be given.

Date\_\_\_\_\_ Participant Initials \_\_\_\_\_

Date\_\_\_\_\_ Guardian Initials \_\_\_\_\_



If GSC does not receive ALL required completed participant forms and program fees 10 days after the 60-day and 30-day due dates, GSC will cancel the participant's individual program and the GSC Cancellation and Refund Policy will determine any refunds.

GSC recommends express mailing your final payment and the participant forms to ensure that they are received on time.

GSC is not responsible for other expenses incurred by participants in preparation for the trip (airline tickets, visas, immunizations, travel insurance, etc.).

Program fees and deposits are non-transferable.

Participants are allowed a one-time deferral, or one-time date or program change up to a year from the original program start date so long as this change is made no later than 60 days before the program starts.

The original deposit will be applied to the deferred or changed date or changed program so long as GSC receives notification in writing no later than 60 days before the program begins.

Late notification: Late changes may be accommodated; however, applicants will be required to pay a new deposit if their notification of deferral, date or program change is received after 60 days before the program starts.

If applicants defer or change their start date or program a second time or more, the deposit will not be applied toward another program.

If applicants defer or change their start date or program rather than cancel, any possible change in program fees in effect at the time of the newly selected program will apply.

### **Policy Regarding International Conflicts**

If there should be an international conflict, GSC takes into consideration U.S. State Department Travel Warnings and Travel Alerts when deciding whether to delay or cancel a scheduled program. If the U.S. State Department issues a Travel Warning to U.S. citizens and states that it is unsafe to travel in the area of your service project, GSC may delay the scheduled program until the Travel Warning is lifted. Once the Travel Warning is lifted, registered participants will be able to apply the participant fees to another GSC program. If GSC decides it is unsafe to continue a program already underway, the program will be cancelled and all participants will be asked to leave the program. If GSC cancels a program, participants will be refunded the remaining in-country costs of the program. (See the utilization of fees chart on the Schedule and Fees for field/in-country expense proportion of fees.) This refund applies to GSC fees only; participants are responsible to work with individual carriers regarding airfare and travel insurance companies.

Date\_\_\_\_\_ Participant Initials\_\_\_\_\_

Date\_\_\_\_\_ Guardian Initials \_\_\_\_\_



### **Attorney Fees and Forum Selection**

In the event of any legal proceeding between any of the parties to enforce or defend the terms and rights set forth in this Agreement, the prevailing party or parties shall be paid all costs of such legal proceeding, including but not limited to reasonable and necessary attorney's fees and court costs, by the other party or parties. In the event of a dispute, parties will be subject to the jurisdiction of the courts of the State of Oregon, regardless of their residence or the place wherein this contract is executed.

### **Additional Policies**

Participants must be at least 18 years old. Participants under 18 years old must be accompanied by a parent or legal guardian.

Applicants who will be 18 years old while participating in a GSC program but are under the age of 18 while applying must have a guardian signature on all participant forms including this Application Form.

Program applicants 18 or 19 years of age are required to submit three letters of recommendation on letterhead. These letters must be received no later than 60 days before their program starts.

GSC reserves the right to refuse admission to or to expel anyone who is a danger to the environment, himself/herself or others; who exhibits gross misconduct; or who, in the opinion of GSC or its agents, is unable for any reason to safely or satisfactorily complete the program. In such a case, no refunds will be given to the participant. International transportation to and from the country of service is the responsibility of the participant.

Date\_\_\_\_\_ Participant Initials\_\_\_\_\_

Date\_\_\_\_\_ Guardian Initials \_\_\_\_\_

## PROGRAM SELECTION

### CAMBODIA SERVICE-LEARNING PROGRAM

Note: These selections do not pertain to semester programs

*Keeping in mind that most of your first week is orientation, check the boxes for the projects you would like to participate in and indicate how many weeks you would like to volunteer in each project:*

<u>SELECT PROGRAM</u>	<u>MINIMUM WEEKS REQUIRED</u>	<u>LENGTH SELECTED</u>
<input checked="" type="checkbox"/> Required Orientation week	1 week	# of weeks: <u>  1  </u>
<input type="checkbox"/> Global Public Health	Add at least 3 weeks	# of weeks: <u>          </u>
<input type="checkbox"/> Child and Orphan Care	Add at least 1 weeks	# of weeks: <u>          </u>
<input type="checkbox"/> Community Development and Leadership Training	Add at least 3 weeks	# of weeks: <u>          </u>
<input type="checkbox"/> Teach English Abroad (TEA)	Add at least 3 weeks	# of weeks: <u>          </u>
<input type="checkbox"/> Buddhist Immersion/TEA At a monastery (Meditation or Contemplative)	Add at least 1 week	# of weeks: <u>          </u>
<input type="checkbox"/> Buddhist Immersion/TEA At a homestay	Add at least 3 weeks	# of weeks: <u>          </u>
<input type="checkbox"/> Integrated Program: Select two or more programs above		# of weeks: <u>Select Above</u>

TOTAL NUMBER OF WEEKS:           

### CAMBODIA ACADEMIC CREDIT PROGRAM

- Summer College Credit Program (9 weeks)
- Semester College Credit Program (16 weeks)

Date \_\_\_\_\_ Participant Initials \_\_\_\_\_

Date \_\_\_\_\_ Guardian Initials \_\_\_\_\_

➤ **Please continue to the next page**



**PERSONAL INFORMATION**

\_\_\_\_\_  
NAME (AS IT APPEARS ON PASSPORT)

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP CODE

\_\_\_\_\_  
TELEPHONE (PREFERABLY MOBILE)

\_\_\_\_\_  
SECOND TELEPHONE

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

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

\_\_\_\_\_  
YOUR BIRTH DATE

\_\_\_\_\_  
YOUR GENDER

**PROGRAM DATES**

Keeping in mind the minimum program lengths you chose above and the start dates on GSC's website, please indicate your desired program start date and end date.

\_\_\_\_\_  
START DATE (All Programs begin on a Sunday afternoon)

**NOTE: You must arrive in Phnom Penh no later than Sunday 12:00 noon**

\_\_\_\_\_  
END DATE (All Programs end on a Sunday after breakfast)

**NOTE: Your last night on the program is Saturday, the night before your program end date**

I have read this agreement, agree to its terms, and have made a copy for my records.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
**If applicable**, SIGNATURE OF GUARDIAN (*if under the age of 18 at time of application*)

\_\_\_\_\_  
DATE