

# APPLICATION PROCEDURES

## INTERNATIONAL BUSINESS SEMINARS

1. Complete the application as soon as possible. Space is limited and qualified applicants will be accepted on a first come first served basis.

**Return the:**

Application completed and signed  
 \$400.00 deposit check made payable to: International Business Seminars  
 One (1) Passport size photo  
 Copy of the first page of your Passport (Send this later if you do not currently have a Passport)  
 Air Travel Request Form  
 Emergency Information Authorization and Release Form

**to:**

**International Business Seminars**  
**8980 E. Raintree Dr., Suite 200**  
**Scottsdale, Arizona 85260-7301**  
**Telephone: (480) 874-0100**  
**Fax: (877) 398-1117**  
**Email: info@ibstours.com**  
**Website: www.ibstours.com**

If your checks are not preprinted or if someone else is making your payment (parent, guardian, company), write your name, telephone number and university on your check. Please note also your choice of seminar program on the face of the check. It is your responsibility to keep International Business Seminars (IBS) informed of your **CURRENT ADDRESS** at all times. Please notify IBS immediately of any changes in your address, telephone number or email address so that we may keep you properly informed of new developments; send your airline tickets, etc.

2. Please include **ONE (1) PASSPORT SIZE PHOTO** with your application. Vending machine type photographs are acceptable. Also include a clear and legible copy of the first page of your **PASSPORT** when you receive it. **Your passport copy must be received prior to issuing your airline ticket.**
3. The remaining seminar costs must be paid by **CERTIFIED CHECK** or **MONEY ORDER** payable to **INTERNATIONAL BUSINESS SEMINARS**, no later than **NOVEMBER 1** for the Winter Seminars and **MARCH 15** for the Summer Seminars. A late fee of \$50.00 will be added for all payments received after the due date (unless prior written approval is obtained from IBS).
4. Limited secondary insurance coverage is included; however, **it is strongly recommended that you consider purchasing health and/or trip cancellation insurance before the Seminar departs.**
5. International airfare, subject to restrictions on the Air Travel Request form (ATR), is included in the Seminar cost. Coordination of your air travel must be made through the IBS office.
6. You must travel outbound with the group to qualify for the group airfare. You may extend your stay and travel after the seminar, but this may increase the price of your Seminar somewhat. All travel reservations must be settled **before** your air ticket is issued. Contact the International Business Seminars office for further travel information if necessary. Any changes made to travel plans after your ticket has been issued, or once travel has begun shall incur substantial penalties.
7. **WE RECOMMEND THAT YOU MAKE A COPY OF THESE APPLICATION MATERIALS FOR YOUR FUTURE REFERENCE.**

## GENERAL INFORMATION

The International Business Seminars program is designed to give participants an intensive immersion program with high level exposure to the international environment and business practices outside the United States. The Seminars offer a unique travel experience with insights into the cultural, social and political atmosphere of each country visited. The following general information presents a summary of the International Business Seminars program.

### What to Expect:

The Seminars are conducted by our foreign host companies and presented by management personnel. The Seminar faculty consists of university professors whose background and interests are in international business. The sessions are generally held during weekdays, allowing free time on weekends. Hotel accommodations are twin bedded rooms with private shower or bath facilities. The hotels are primarily 4-star properties and are centrally located.

### Seminar Participation:

All Seminars are conducted on a highly professional level. Participants are expected to wear business attire and conduct themselves in a professional manner. Seminars may include lectures, panel discussions, and plant tours. Question and answer sessions are usually part of each Seminar session and students are encouraged to actively participate.

### College Credit:

Participants in the International Business Seminars program may enroll for 3 hours of credit. To earn 3 semester hours of credit, students must study the *Readings Book*, attend and actively participate in all scheduled sessions in the USA or Europe and present a summary paper at the end of the Seminar program. Check with your designated faculty member on your campus or the IBS office for more information. IBS does not give college credit.

## SEMINAR INFORMATION

### Registration Procedures:

Completed registration forms should be returned to your IBS faculty member or to the IBS office for processing as early as possible since program capacity is limited. Please adhere to the procedures outlined below:

1. Read the relevant materials carefully.
2. Complete and sign the application.
3. **Retain a copy of your application for your records.**
4. Give the completed application, the air travel request form, emergency information authorization and release form, and a \$400.00 check or money order to your faculty representative or mail to: International Business Seminars, 8980 Raintree Dr., Suite 200, Scottsdale, Arizona 85260-7301.

You may request application materials from the IBS office at the above address, by calling (480) 874-0100 or on the IBS website at [www.ibstours.com](http://www.ibstours.com) if you do not have a faculty Seminar coordinator.

### Included in the Price of the Seminars:

- International airfare from United States gateway cities
- Fully escorted in Europe by qualified university professors
- Luggage tags and the maximum luggage weight allowance per individual airline restrictions
- Seminar program as detailed in the itinerary
- Twin bedded hotel accommodations with private facilities in first class hotels
- Continental breakfast daily
- Surface transportation overseas aboard deluxe motor coach or train
- Sightseeing and excursions as outlined in the Seminar program
- Academic *Readings Book* to help prepare for Seminar visits
- Travel and accident insurance as described in the next column

### Not Included in the Price of the Seminars:

- Tuition for university credit at your school
- Passport and visa fees (if necessary)
- Required immunization (if necessary)
- Overweight baggage charges by Airlines
- Most lunches and dinners
- Free time activities and optional excursions
- Public transportation overseas unless part of the formal Seminar program
- Expenses incurred in the replacement of passport or other lost items
- Medical expenses arising from illness, including, but not limited to, transportation to rejoin the Seminar group

### International Airfare:

International airfare from US gateway cities on regularly scheduled airlines is included in the Seminar price. Seminar prices are subject to change based on fluctuations in International airfare cost, taxes, etc. Once final payment is received and your air ticket is purchased the Seminar and airfare price will be guaranteed. The airfares used carry a substantial penalty for changes or cancellation.

### Making Changes & Special Arrangements:

Any requests for changes to travel plans must be made in writing to IBS. Be certain of your travel plans as the tickets are non-changeable and non-refundable once issued.

**Participant is responsible for the cost of any changes he/she may wish to make in air tickets once travel has begun.**

### Making Your Own Flight Arrangements:

If you wish to make your own flight arrangements, you may do so at your own risk. Airport transfers are included only when airfares are purchased through IBS. If we are forced to change the Seminar program in any way, you will be responsible for altering your flight plans accordingly. You will also be subject to your chosen airline's change and cancellation policies.

### Lost or Stolen Air Tickets:

It is your responsibility to maintain possession of your air ticket once you receive it. If it is lost or stolen, you must contact the airline and follow their lost ticket procedures.

### Seminar Prices:

All prices are quoted in U.S. dollars and are based on tariffs, land costs, and exchange rates we utilize. Prices are subject to adjustment according to the fluctuations in these conditions. If the Seminar price increases by more than 10% of the total cost, participant may cancel for full refund. The Seminar price will be guaranteed as soon as full payment is received.

### Insurance Coverage Included:

Secondary insurance coverage is included but is in no way intended to serve as a substitute for primary health insurance coverage for International Business Seminars program participants. The outline that follows is a summary of that coverage. For specific limitations and exclusions, refer to the policy on file at the IBS office. **Because of contractual agreements, International Business Seminars cannot accept medical problems as valid reasons for cancellation. It is therefore strongly recommended that you purchase trip cancellation insurance before the seminar departs.** Additional information on this type of insurance will be included in your acceptance packet. If you have any additional questions, contact the IBS office.

### Summary of Insurance Coverage:

- \$25,000 Emergency Medical Expense
- \$25,000 Accidental Death and Dismemberment
- \$250,000 Emergency Medical Transportation/Evacuation/Repatriation
- \$1,000 Trip delay/Missed Connection
- \$1,000 Baggage and Personal Effect
- \$250 Baggage Delay

Information on additional health and accident, baggage and trip cancellation insurance coverage is available through the IBS office or other insurers. **Additional health insurance coverage is highly recommended.**

## TERMS AND CONDITIONS

1. Admission to the International Business Seminars (IBS) is subject to the terms and conditions set forth herein, and the applicant, by signing this application, acknowledges that he/she has read, understands, and agrees to all of the terms and conditions.
2. International Business Seminars are sponsored and operated by Academic Tours, Inc., an Arizona corporation.
3. Timely payments are necessary to permit International Business Seminars to meet financial obligations overseas. The applicant agrees to pay to International Business Seminars the specified application fee as follows:
  - A deposit of \$400.00 to be submitted with this application,
  - A certified check or money order for the balance by November 1 for the Winter Seminars and March 15 for the Summer Seminars.
4. Unless prior written approval has been obtained from International Business Seminars, failure to pay the deposit or the registration fee by the specified due date shall entitle International Business Seminars, at its discretion, to either cancel the applicant's registration or impose a late payment charge of \$50.00. If it is necessary for the applicant to send a personal check and the check is returned to International Business Seminars for insufficient funds or any other abnormality, there will be a \$50.00 service charge added to the price of the Seminar.
5. International Business Seminars shall arrange international air transportation to and from the Seminar on regularly scheduled airlines. The price of the Seminar is subject to change based on fluctuations in international airfare. Once applicant has made payment in full, the Seminar price will be guaranteed.

International Business Seminars shall not be responsible for any acts or omissions of the airlines including but not limited to cancelled or delayed flights

6. International Business Seminars has substantial contractual commitments to airlines, hotels, transportation and other ground services overseas that require early deposits and prompt payments. The right to refund if the participant changes plans is therefore limited. Participants must cancel in writing and the postal service postmark will be effective in determining the date affecting any refund.

7. In the event applicant cancels his/her registration, any refund shall be made according to the established refund policy of International Business Seminars. Refund of monies already paid will be subject to the following conditions:

- ❖ All cancellations must be received by International Business Seminars in writing.
- ❖ If cancellation notice is received less than forty-five (45) days before the Seminar departure, no refund will be made of any monies received.
- ❖ After commencement of the Seminar program, no refund of monies shall be made under any circumstances.
- ❖ Medical problems are not considered a valid reason for cancellation by International Business Seminars. Travel cancellation insurance is therefore highly recommended.

8. The price of a vacant seat or the cost of segments of the seminar (including hotels, meals, tours, etc.) not provided to a participant due to their missing a scheduled departure or voluntary absences abroad cannot be refunded. No refund can be issued for "no show" participants.

9. Group travel programs cannot function effectively without the full cooperation of all participants. Flexibility, timeliness and courtesy are expected of all individuals. Participants must attend all formal presentations.

10. Applicant assumes and releases International Business Seminars, its officers, directors, employees, and agents from all risk of loss, additional expense, damages and/or injury caused by or due to any of the following:

- a. Changes in travel plans and/or Seminar attendance made by applicant for any reason including but not limited to personal emergencies.
- b. The acts and/or omissions of any common carrier, airline, railroad, motor coach or bus company, hotel, restaurant, or tour guide. Act of God, natural disaster, war, armed conflict, or terrorist action.
- c. Changes in international exchange rates.
- d. Changes in fees, rates, and tariffs of any third party contracting to supply goods or services to International Business Seminars for the Seminar.
- e. Changes in schedule due to the acts or omissions, including the withdrawal of any hosts, or Seminar participant, or due to any other cause.

11. I hereby hold harmless and release International Business Seminars, its officers, directors, employees and agents from any and all legal liability for any personal injury, property loss, or consequential damages during or resulting from this program.

12. I hereby consent to the use of my photograph or likeness by Academic Tours, Inc. dba International Business Seminars for purposes of advertising or promoting international seminars or for such other purposes as may be determined from time to time by International Business Seminars.

13. International Business Seminars shall arrange for the following services to be provided by third party independent contractors:

- a. International Air Transportation to and from the Seminar.
- b. Land, air, or sea transportation for the applicant during the Seminar outside the United States.
- c. Hotel accommodations during the Seminar.

d. Cultural or tourist activities as scheduled for your Seminar. International Business Seminars shall not be responsible for any acts or omission of such third party independent contractors.

14. If a Seminar is canceled by International Business Seminars due to extenuating circumstances (wars, strikes, states of emergency, act of God, insufficient enrollment, etc.) participants shall have the option to accept a complete refund of all deposits paid or of selecting an alternative program. In the event of extenuating circumstances (as described above), International Business Seminars reserves the right, at its discretion, to change any part of an itinerary, or the hotels, or the mode of transportation without notice and for any reason. In the event of a substantial reduction in the services rendered or specified, however, a proportionate refund will be made for the amount that International Business Seminars is able to obtain a refund.

15. Applicant will take all steps necessary to register and enroll with his/her university to obtain academic credit for participation in the Seminar.

16. Applicant gives International Business Seminars the right to investigate all his/her personal academic data and check transcripts at his/her home university, if necessary.

17. This application shall be deemed accepted only upon the following conditions:

- a. Receipt by International Business Seminars of the application and required deposit; and
- b. Written notice by International Business Seminars to the applicant of acceptance of the application. International Business Seminars reserves the right to refuse or deny acceptance of any applicant for any reason. If refused, all monies submitted with the application will be returned.

18. If accepted, the applicant agrees to abide by the Rules of Conduct as stated below:

**Rules of Conduct:**

1. Participants in this Seminar program are expected to conduct themselves in a highly professional manner. This includes, but is not limited to, time in the formal seminar sessions, on tours or social gatherings, on the coach or in the hotels that we will be using.
2. Participants must attend all Seminar sessions unless you have received an excused absence from the seminar leader. Unexcused absence from a session will result in the loss of one letter grade for each session missed. Top level executives lead Seminar sessions. Participants should conduct themselves in a manner that would be expected in a university classroom. Please be courteous and attentive in the sessions.
3. Applicant agrees to abide by the stated Rules of Conduct. Applicant agrees that Seminar participation may be terminated by International Business Seminars at ANYTIME for failure to comply with these rules. If so terminated, applicant will immediately leave the seminar group and will assume all costs incurred to return to the U.S. The Seminar faculty members will be the judge of appropriate behavior of the applicant and shall counsel participants behaving in an unprofessional manner that could jeopardize further participation in the seminar.

**I warrant that I have read this document, understand its content, and that I am 18 years of age or older and have full authority to execute this instrument and that I have executed this instrument voluntarily and of my own free will.**

DATED: \_\_\_\_\_

(SIGNATURE): \_\_\_\_\_

Please sign this form and return it with your completed application and deposit either to the contact person at your university or mail to:

**International Business Seminars**  
**8980 E. Raintree Dr., Suite 200**  
**Scottsdale, Arizona 85252-2648**  
**Telephone: (480) 874-0100**  
**Fax: (877) 398-1117**  
**Email: info@ibstours.com**  
**Website: www.ibstours.com**

