

IMPORTANT INFORMATION – READ THIS DOCUMENT

STUDENT TIMELINE FOR FALL 2011 STUDY ABROAD STUDENTS

The Semester in London, England, 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 FALL 2011 SEMESTER IN LONDON PROGRAM SHOULD APPLY FOR FINANCIAL AID AT CITRUS COLLEGE NOW!

Students who attend non member colleges and universities are welcome to participate in the Fall 2011 program in London 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 you meet academic eligibility. We will be responsible for signing Part D (academic approval) of your application.

Consortium member colleges are: Antelope Valley College, Barstow Community 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.

FALL 2011 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.

All eligible financial aid applicants must complete a **Citrus College Application for Admission** (available online www.citruscollege.edu). Please write Semester in London 2011 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 London 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
2011-2012 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) 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 2011-
2012 ACADEMIC YEAR:**

If you **have not applied** for financial aid for 2011-2012 and you want financial assistance for fall 2011 in London, you need to complete the 2011-2012 Free Application for Federal Student Aid (FAFSA). You can file the FAFSA electronically through the Web at 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:

- **MARCH 2, 2010**

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.

BENJAMIN GILMAN SCHOLARSHIP INFORMATION

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 listed on the website:

Please check with Citrus College Study Abroad for any additional study abroad scholarship opportunities Ljamison@citruscollege.edu

SEMESTER IN LONDON PAYMENT POLICY:

All students must submit the first payment of \$450 with the completed American Institute for Foreign Study (AIFS) application by **Thursday, June 16. This amount will be subtracted from your balance. If you are participating in the optional European tour or Scotland tour, please add an additional \$50 deposit for each 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 to participate. Each participating student will receive an invoice from AIFS.

Students receiving financial aid are responsible for paying some of the program fees prior to departure. These fees include the airfare and related air taxes and fees; the \$250 refundable damage deposit; and \$600 towards the balance. These amounts will be subtracted for your AIFS invoice. Financial aid students are also responsible for paying any single room surcharges (if they choose a single room in a homestay or apartment), tour deposit (if they choose the optional European tour or optional Scotland tour), optional cultural package (if they choose that package) 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, so be sure to complete your financial aid at Citrus in a timely manner.

**BEGINS IN
FEBRUARY**

**CAMPUS COORDINATORS WILL BEGIN ACCEPTING AIFS
SEMESTER IN LONDON, ENGLAND, APPLICATIONS AND DEPOSITS**

- Read, complete and sign the AIFS Semester in London, England, application.
- Applications must be accompanied by a first payment of \$450 (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 European tour or optional Scotland tour, please add an additional \$50 deposit for each tour selected. No deposit is needed for cultural activities program.
- 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 will sign Part D of your application.** If you do **not** attend one of these colleges, Citrus College will sign Part D upon review of official transcripts from your home school.
- **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. Many libraries and post offices offer passport service. 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.

You can choose to take the group flight with airport pickup and return or you can book your own flight to London. If you are on the group flight, it includes airport pickup and return.

**BEGINS IN
APRIL**

**REGISTRATION FOR CLASSES BEGINS FOR ALL STUDENTS WHO
HAVE SUBMITTED AN AIFS 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 London application and deposit to Citrus College Study Abroad or their college's 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, please indicate, and 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 the Citrus College web site www.citruscollege.edu. Judy Gorden can be reached at (626) 857-4134,

jgorden@citruscollege.edu (Citrus College, 1000 West Foothill Blvd., Glendora, CA 91741 Attn: Judy Gorden)

JUNE 16 **DEADLINE FOR SEMESTER IN LONDON APPLICATIONS.** NOTE: *If you are a first year student or do not have official transcripts available, 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.**

JUNE 24 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 \$450, 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 complete information.

- **REFUNDS:** Requests for refunds **must come from the student in writing**, and must be received by AIFS **on or before June 24**. Refund requests need to be directed to **Patty Cardenas, AIFS, River Plaza, 9 West Broad St., Stamford, CT 06902-3788**. For more information call or email Patty Cardenas pcardenas@aifs.com / 800 727-2437 X 5078.

Students who withdraw need to notify their Study Abroad Coordinator and Judy Gorden at the Citrus College Admissions and Records Office (626) 857-4134, e-mail 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

JULY 11 Citrus College registration materials/book order 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. **Please note Judy Gorden's office hours are 7:00 a.m. – 11:30 a.m., Monday – Thursday.**

SAT, AUGUST 13 **LONDON, ENGLAND, STUDENT ORIENTATION will be held**
9:15-12:00 **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 London will attend the Student Orientation. Semester in London 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

Saturday, August 13	Student Orientation for all London Participants
Sunday, September 4	Optional European Tour departs U.S. for Paris, France
Thursday, September 8	Non-tour group departs U.S. for London
Friday, September 9	Non tour AIFS group arrives in London
	Optional tour group arrives in London
Saturday, September 10	London Welcome Reception/Orientation/City Tour
Monday, September 12	Classes Begin
Thursday, October 20 -	Optional Scotland Tour
Sunday, October 24	
Thursday, November 17	Last Day of Class – Farewell Party
Friday, November 18	End of program – AIFS flight departs London for U.S.
Friday, December 2	Optional AIFS Flight departs London for U.S.

*Dates for local British Life and Culture Field Trips TBD

CONSORTIUM COLLEGES AND CONTACTS:

Antelope Valley College – Sharon Lowry (661) 722-6304/Patricia Harris (661) 722-6688
Barstow Community College – Ramon Vasconcellos (760) 252-2411 X7329
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 – Lynn Jamison (626) 914-8560
Mt. San Jacinto College – Linda Lang (951) 639-5252
Palomar College – Yasue O’Neill (760) 744-1150 X 2167
Rio Hondo College – Melissa Rifino Juarez (562) 463-6657 Wendy Gonzalez (562) 908-3429
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
Dr. Michael A. Hurtado-Dean (626) 914-8870 mhurtado@citruscollege.edu
Judy Gorden-Admissions Office Tech II (626) 857-4134 jgorden@citruscollege.edu
Julie Martinez-Financial Aid Advisor (626) 914-8595 jmartinez@citruscollege.edu