

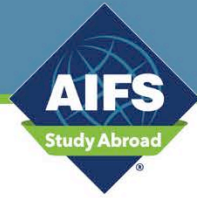
**AIFS**

Study Abroad



# San Mateo County Community College District Community Travel South Africa Summer 2019

## Customized Faculty-Led Program Proposal



## SAMPLE ITINERARY

# San Mateo Community College District Community Travel

July 25 – August 5, 2019

### **Tuesday, July 23**

*Majority of flights depart from USA*

### **Wednesday, July 24**

*Flights enroute to South Africa*

### **Thursday, July 25**

Arrival in Johannesburg

Transferred by taxi or minibus to the hotel to check-in and meet your Tour Manager

Free time to rest/settle-in

Evening group dinner

### **Friday, July 26**

University of Johannesburg tour and introductory guest lecture on South Africa

### **Saturday, July 27**

Check out of hotel

Visit to Apartheid Museum and Mandela House

Group lunch

Evening flight to Cape Town *(to be arranged by individuals or SMCCCD)*

Transfers to the hotel in Cape Town to check in

### **Sunday, July 28**

Breakfast in the hotel

Morning sightseeing tour of Cape Town by private minibus including Company Gardens, District 6, BoKaap, City Hall and Dutch Quarter

Afternoon public tour by ferry to Robben Island, the site of Nelson Mandela's imprisonment

Free evening at the V&A Waterfront for shopping and a choice of restaurants

### **Monday, July 29**

Breakfast in the hotel

A full-day guided excursion by private minibus to the Cape of Good Hope including entrance to the Cape Point Nature Reserve (optional hike or minibus tour) and Boulder's Beach Penguin Colony

### **Tuesday, July 30**

Breakfast in the hotel

A round-trip Aerial Cableway ride to the top of Table Mountain with free time to explore Table Mountain National Park

Balance of the day free

Dinner on own account

AIFS CUSTOMIZED FACULTY-LED

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### **Wednesday, July 31**

Breakfast in the hotel

Early morning departure for the Garden Route by private minibus

Travel to the Botlierskop Private Game Reserve

4x4 Game Drive in a malaria-free reserve, led by an experienced game ranger

Transfer to Knysna for overnight at the 4-star Madison Manor Boutique Hotel

### **Thursday, August 1**

Breakfast in the hotel

Embark on the John Benn Luxury Ferry for a cruise on the Knysna Lagoon

Visit the secluded Natures Valley Beach near Plettenberg Bay

Explore shops and streets of the quaint Stormsriver Village

Transfer to Tsitsikamma National Park for an overnight in Forest Huts

### **Friday, August 2**

Breakfast at the restaurant in Tsitsikamma National Park

Optional forest trail walk to a suspension bridge, exploring the marine reserve

Travel to Oudtshoorn for a guided tour of Cango Caves, a subterranean illuminated wonderland of ancient stalactites and meandering passageways

Transfer to Buffelsdrift Private Game Reserve in Oudtshoorn, group dinner at the reserve

### **Saturday, August 3**

Optional early morning 4x4 Bush Safari at Buffelsdrift Game Reserve (supplementary fee applies)

Breakfast in the reserve

Elephant Bush Walk with an experienced elephant guide

Enroute to Cape Town, stop at a local wine estate for a wine tasting and tour

Return to Cape Town via South Africa's famous Route 62, capturing the beauty of the high mountains, twisting passages, rugged Karoo plains, vineyards and orchards

### **Sunday, August 4**

Breakfast in the hotel

Free day in Cape Town

A traditional African group dinner at Gold including an interactive drumming session and traditional live entertainment

### **Monday, August 5**

Breakfast in the hotel

Free morning/afternoon in Cape Town (check-out and store luggage until airport transfers)

Transfers to Cape Town Airport for late afternoon departure for the US

*Group flight returns to USA*



## The American Institute for Foreign Study

*AIFS was founded in 1964 and since then, over 1.6 million Participants have participated in our educational and cultural exchange programs. AIFS pioneered Customized Faculty-Led programs providing logistical support, student services, classrooms, housing facilities and cultural activities abroad, plus student medical, fee refund and liability insurances. This model enables institutions to conduct their own academic programs abroad at minimal expense with the institution maintaining academic control and retaining tuition income. AIFS bill a non-academic program fee, per student or per group, for the services we provide. Winner of the goabroad.com People's Choice Award in 2016, see what students, faculty and study abroad advisors are saying about us now:*

@AIFSCustomized



@AIFSAbroad

**Your proposal has been prepared by  
Jessica Eucker, Program Manager, London Office**

*Jessica is your primary contact, collaborating with you on the overall design of the program/itinerary. For any questions about this proposal, or any amendments you would like to make to the content please contact Jessica: [jeucker@aifs.co.uk](mailto:jeucker@aifs.co.uk)*

*Sharman Hedayati is the Director of Admissions in our Stamford, CT office. If you are happy with this proposal then please sign and send a scanned copy to Sharman. She will work on marketing materials for you, design an online application, and talk you through the AIFS portal and overall application process: [shedayati@aifs.com](mailto:shedayati@aifs.com)*

*Prior to the start of the program Jessica will introduce you to our on-site staff who will be your key contacts during the program, making sure both participants and faculty get the most out of the experience.*

**San Mateo County Community College District  
Community Travel Program in South Africa  
Summer 2019  
AIFS Customized, Faculty-led Program Proposal**

**Arrive Johannesburg:** Thursday, July 25, 2019  
**Transfer to Cape Town:** Saturday, July 27, 2019  
**Depart Cape Town:** Monday, August 5, 2019

Standard program fee based on enrollment:		
10-14 participants	15 or more participants	
<b>\$3845</b>	<b>\$3495</b>	One faculty leader

Should San Mateo County Community College District wish to run this program with an enrollment below **10** paying participants, it would be necessary either to add a supplement to the fee above or to remove some components from the program. AIFS would discuss these options with San Mateo County Community College District.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned check fee on each check returned by the bank for insufficient funds.

**Program Components Included in the Participant Fee:**

**Pre-departure Support Services**

- Promotional materials including custom-designed color flyers.
- Customized admissions and application process available including on-line registration and submission of required participant materials.
- Pre-departure information services and a toll-free contact number in the U.S.
- Pre-departure orientation materials including access to the customized program portal and on-line materials.
- Final pre-departure packet sent 1-2 weeks prior to the start of the program.

**Health and Safety Support**

- Welcome pack on arrival to provide advice and guidance on general and culturally relevant topics such as safety, incident response procedures and contact information for local emergency services (police, ambulance, fire service, hospitals, U.S. Embassy, etc.)
- 24/7 AIFS emergency service with both local number to reach on-site staff and toll-free number in the U.S.
- Each Participant on the program will be enrolled in the CISI insurance plan and global app. This insurance covers doctor visits, prescriptions, hospitalization and medical evacuation. Participants have access to the 'My CISI' website where they can locate their ID card, policy document, search for a doctor (if traveling away from the program site), access personal security information and a copy of the claim form. The CISI app also includes

resources such as the location of U.S. Embassies and consulates around the world, individual country profiles, CDC vaccine advice and U.S. State Department advice.

- A check-in facility is also part of the CISI app allowing participants to mark themselves as “safe” during an incident or requesting assistance should they need it while traveling independently.
- Medical and program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$100,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program and repatriation in cases of verified emergency beyond the Participants’ control.
- \$51,000,000 liability coverage with San Mateo County Community College District named as additional insured for the duration of the program.

### **Transfers, Accommodation, Meals**

- Transfer inbound: transfers by private taxi or minibus between the airport in Johannesburg (JNB) and the hotel for all flights arriving on the scheduled arrival date.
- Accommodation: twin-bedded rooms within four-star hotels in Johannesburg and Cape Town including free wireless internet, and in other accommodations on the Garden Route, as specified on the itinerary.
- Meals: daily breakfast throughout the program, a welcome group dinner in Johannesburg, one group lunch in Johannesburg, one group dinner on the Garden Route excursion, and a farewell group dinner at Gold in Cape Town with live entertainment and participatory Djembe drumming session.
- Internal transfers: Group transfers by private taxis or minibus as required for all excursions scheduled on the program itinerary.
- Transfer outbound: transfers by private taxi or minibus between the hotel and the airport in Cape Town (CPT) for all flights departing on the scheduled departure date.

### **In-Country Support**

- A dedicated AIFS Tour Manager to ensure the smooth running of the program, providing information and advice to participants, organizing excursions and managing logistics.
- 24-hour on-call service in South Africa for the duration of the program.

### **Cultural Activities and Excursions**

- Entrances to the Apartheid Museum and Mandela House.
- A visit to the University of Johannesburg for an academic program arranged by SMCCCD.
- A half-day guided sightseeing tour of Cape Town by private bus including entrance to the District Six Museum.
- A standard ticket for a public tour of Robben Island by ferry.
- A round-trip ticket for a ride on the Table Mountain Aerial Cableway.
- A full day excursion to the Cape of Good Hope including transport by private minibus, entrances to Cape Point National Park and Boulder’s Beach Penguin Colony, an optional guided hike along Cape Point and the services of a professional guide throughout.
- A four-day, three-night excursion on the Garden Route including transport by private minibuses, accommodation in twin rooms in local accommodations, a Game Drive,

## **Optional Components**

### **Single Supplement**

- Participants can request a single occupancy room where available. This is offered on a first-come first-served basis and applies to the accommodations in Cape Town and on the Garden Route. *Please note single occupancy rooms are not guaranteed.*

Single Supplement	\$945
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### **Insurance Upgrade**

- Optional Extra Protection Insurance Coverage, including increased medical insurance and/or personal effects insurance as outlined in the AIFS insurance brochure.

Enhanced Medical	\$65
Personal Effects	\$90

**Program Application Procedure and Billing**

We recommend the promotion of and initial receipt of deposits for this program as early as possible. The following dates apply to this program:

<b>Before Friday, April 26, 2019</b>	<b>Friday, April 26, 2019</b>	<b>Wednesday, May 29, 2019</b>
<p>San Mateo County Community College District may cancel the program with no penalty.</p>	<p>Application approval and \$450 deposit payment(s) due.</p> <p>AIFS will invoice San Mateo County Community College District or bill Participant participants for the balance of fees.</p> <p>Penalties apply to changed program bookings from this date.</p> <p>AIFS can accept applications after this date on a space available basis, but cannot guarantee program costs after this date.</p>	<p>Confirmation of numbers and full payment due.</p> <p>AIFS reserves the right to withdraw Participants who are not paid in full by the final payment deadline.</p>
<p>Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.</p>		

AIFS offers an online application. San Mateo County Community College District will be given the online application link that they can post on their own webpages or distribute to selected Participants. Once the Participants have started their application San Mateo County Community College District will be able to view them on the AIFS coordinators portal and must accept or decline the application. If accepted AIFS will then email the Participant important documents, explain the next steps and send them access to the Participant portal.

There are also a variety of forms that needs to be completed for the application to be finalized. On the portal, each Participant will have a “Task List” and as they complete each step that item will be crossed off. Required items include, but are not limited to, passport copy, agreement and release form, digital photo, flight details (if not on an AIFS flight). AIFS program staff will also use the portal to post important program information such as insurance details, flight itineraries, pre-departure handbooks, program brochures, etc.



**Refund & Cancellation Policy**

Participant withdraws on or before Friday, April 26, 2019	After Friday, April 26, 2019, but on or before Wednesday, May 29, 2019	After Wednesday, May 29, 2019	Once the program has begun	Because of covered medical reasons
<b>Participant receives a refund of:</b>				
All fees paid less a \$150 processing fee and any non-refundable deposits paid by the Participant or by AIFS on the Participant's behalf.	All fees paid less the \$450 deposit and any non-refundable deposits paid by the Participant or by AIFS on the Participant's behalf.	No refund, and the total program fee is due.	No refund, unless AIFS suspends the program.	All fees paid less a \$150 processing fee and \$125 insurance premium.

*Please note that any Participant who is academically withdrawn by his or her home institution after their application has been processed by AIFS is subject to the standard refund policy.*

It is understood that San Mateo County Community College District will not cancel the program if the necessary minimum number of participants have been enrolled by Friday, April 26, 2019.

In the event of the U.S. State Department issuing a **Level 4** travel warning which advises U.S. Citizens not to travel to South Africa, or if they are already in South Africa, to leave, AIFS will:

- If the program has not started, either make suitable alternative arrangements, or cancel the program and refund all fees paid.
- If the program has started, suspend the program and fly the Participants home. If Participants are returned home, they will receive a pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less a \$150 processing fee, \$125 insurance premium, and any costs incurred flying the Participant home.

**Acceptance of Proposal**

If you have any questions or wish to make any changes, please contact Jessica Eucker who prepared the proposal for you: [jeucker@aifs.co.uk](mailto:jeucker@aifs.co.uk).

If you wish to accept this proposal, AIFS requires written acceptance by Friday, November 30, 2018 in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements.

Please return a copy of this document in its entirety by fax or scan and email to Sharman Hedayati, Director of Admissions, AIFS, Customized Faculty-Led Programs in Stamford, CT, at 203-399-5597, or [shedayati@aifs.com](mailto:shedayati@aifs.com).

Proposal Accepted by: \_\_\_\_\_  
On behalf of San Mateo County Community College District

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
On behalf of the American Institute for Foreign Study

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_