



Kishwaukee College/ICISP  
Study Abroad Program  
Carlow, Ireland  
January 6—May 21, 2011

**Program Summary**

On behalf of the Illinois Consortium for International Studies and Programs, Kishwaukee College is proud to sponsor the semester-long study abroad program to Carlow College, Carlow, Ireland. This is the newest in a long-line of outstanding, cost-effective programs for colleges in the consortium.

Carlow, Ireland, affectionately known as Carlow Town, is the quintessential Irish country town. With a population of 25,000, Carlow is home to two colleges including Carlow College, known to locals as St. Patrick's College. Learn more about Carlow College and Carlow, Ireland at [www.carlowcollege.ie](http://www.carlowcollege.ie) and [www.carlowtourism.com](http://www.carlowtourism.com).

Students in this program will enroll as full-time students at Carlow College. The cornerstone of the program is *The Irish Experience* course which provides students with an introduction to the history, culture, and people of Ireland. This course includes field study for students and a forum for inquiry into the country they reside in for the academic term. Also available is an *Irish Literature* course. The remaining course options are similar to those students take at their home college. Attention has been paid to identifying courses that will help students fulfill general education requirements for their degree programs. Participating in a semester abroad need not delay a student's graduation date.

A faculty member from an ICISP member institution will be on-site in Carlow to serve as a faculty liaison to students, the Carlow College faculty and administration, Kishwaukee College, and ICISP. While this individual will be a support for students and other individuals, s/he will also provide service to Carlow College as a visiting professor or in another mutually agreed upon capacity.

Credit will be granted by either Kishwaukee College or your own participating ICISP consortium institution. The cost for students to participate in the program is \$7950. Included in this fee are instructional costs for Carlow College, course-related field trips, housing, faculty liaison and ICISP fee, orientation materials, and insurance. Not included are home institution tuition and fees, meals, passport, visa, transatlantic transportation, airport transfer to/from Carlow, and personal expenses.

**The application deadline is Friday, October 29.** Applications must be received at Kishwaukee College by this date. However, the program will be filled on a first-come, first-served basis, so prospective applicants are encouraged to apply early.

## **Admissions Requirements**

This program is open to serious students who have a strong interest in immersing themselves in Irish culture and heritage. All participants are required to register for 12—15 credits at Carlow College and to participate in all classroom and program activities. To be considered for admission, students will be required to have completed at least 12 hours of college-level coursework, have completed Rhetoric and Composition or its equivalent with a C or better, and have earned a 2.75 grade point average or greater.

## **Lodging and Meals**

Housing is provided in privately owned and operated residential apartment facilities. Three to four students will be accommodated in each apartment. The apartments have fully-fitted kitchen / living room and bedrooms for each resident. They are a 15 minute walk from Carlow Town center and Carlow College. The cost of housing is included in the program fee paid to Kishwaukee College. Meals, however, are not included in the fee. A nice selection of grocery stores and eating establishments are located within walking distance.

## **Pre-Trip Orientation**

Participation in a pre-trip orientation is mandatory. The orientation will be approximately six weeks prior to departure at Kishwaukee College. Details will be sent upon acceptance.

## **Passport**

Students will need to have or acquire a current passport before departure. Applicants should allow at least eight weeks for standard passport processing. An application and information can be acquired at your local post office or [www.travel.state.gov](http://www.travel.state.gov). A visa may be necessary and will be purchased once you are in Carlow.

## **Fees and Payment**

A nonrefundable deposit of \$500 payable to Kishwaukee College is due with your application. Upon acceptance, the deposit will be applied toward the cost of the program as a first payment. A second payment of \$2500 must be submitted by the orientation date. A third and final payment of the remaining balance must be submitted no later than fourteen (14) calendar days after the orientation date. All payments should be made to Kishwaukee College. Payments must be made on schedule or the student risks being dropped from the program. Students who are not paid in full by the departure date will not be allowed to participate in the program.

## **For more information or to apply, contact**

Lisa March

Kishwaukee College

21193 Malta Road

Malta, IL 60150

[lisam@kishwaukeecollege.edu](mailto:lisam@kishwaukeecollege.edu)

815-825-2086 ext. 2560

Beth Parks

Kishwaukee College

21193 Malta Road

Malta, IL 60150

[bethpark@kishwaukeecollege.edu](mailto:bethpark@kishwaukeecollege.edu)

815-825-2086 ext. 3170



## Study Abroad to Carlow, Ireland Program Costs for Spring 2011

Kishwaukee College reserves the right to modify program costs due to significant changes in the exchange rate between the US Dollar and the Euro.

**TOTAL PROGRAM COST BILLED BY KISHWAUKEE      \$7950\***

Program cost includes:

- Instructional Costs at Carlow College
- Course-related Field Trips
- Housing
- Faculty Liaison
- ICISP Cosponsored Program Fee
- Orientation Materials
- Mandatory Insurance

Cost does not include:

Home Institution Tuition and Fees	_____**
Meals	\$1200***
Passport	\$100
Visa	\$175***
Transatlantic Transportation	\$900—1100***
Airport Transfer to/from Carlow	\$50***
Personal Expenses	\$1500—3000****

\* Cost will be higher for students age 50 or older due to higher cost of insurance.

\*\*Tuition and fees vary by institution. Check with your ICISP campus representative.

\*\*\*Cost is estimated

\*\*\*\*Personal expenses vary greatly and depend upon the student's personal needs and travel not included in the program.



## STUDENT APPLICATION CHECKLIST

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

### The following items constitute a complete application:

- \_\_\_\_\_ Completed application form, including completed preliminary course selections. Passport number can be completed after the student receives his/her passport.
- \_\_\_\_\_ A 'Statement of Purpose' essay.
- \_\_\_\_\_ 2 faculty recommendation forms. These forms may be mailed directly to the address above by the faculty member, if desired.
- \_\_\_\_\_ An *official* college transcript to verify student's GPA and completion of English 101 or equivalent.
- \_\_\_\_\_ Signed copies of Release Agreement, Medical Agreement and Release, Participant Information Sheet, and Student Conduct Agreement.
- \_\_\_\_\_ \$500 Application fee. The fee is applied to the program cost after the student is accepted. This fee is non-refundable. Make check payable to *Kishwaukee College*.
- \_\_\_\_\_ 2 passport-type photos signed on the back.

We recommend that you make a copy of your complete application packet for your file

### Please mail all items above to:

Lisa March/Beth Parks  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150



**APPLICATION FOR STUDY ABROAD  
TO CARLOW, IRELAND  
SPRING 2011**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex \_\_\_\_\_

College presently attending \_\_\_\_\_

Cumulative Grade Point Average \_\_\_\_ Number of Credit Hours completed (end of current semester) \_\_\_\_

Passport #: \_\_\_\_\_ Expiration Date \_\_\_\_\_  
(To be filled in before departure)

Citizenship: US \_\_\_\_\_ Other \_\_\_\_\_ (specify country)

List at least 2 emergency contacts:

1. \_\_\_\_\_  
(Name) (Relationship) (Home phone) (Cell phone)  
\_\_\_\_\_  
(Mailing Address) (Email address)

2. \_\_\_\_\_  
(Name) (Relationship) (Home phone) (Cell phone)  
\_\_\_\_\_  
(Mailing Address) (Email address)

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Campus Study Abroad Representative**

\_\_\_\_\_  
**Date**

**Submit this application along with the additional forms and information specified on the following page.**

## Required Additional Forms and Information

1. **Statement of Purpose Essay:** Prepare a 2—3 page essay in response to the following questions: Why do you want to participate in this program of study? How will this program relate to your personal and/or academic goals? What cultural experiences are you seeking during your stay abroad? How do you plan to prepare for and get the most out of your study abroad experience? What contributions do you hope to make to the group studying abroad?
2. **Faculty Recommendation Forms:** Return two recommendation forms from current or recent instructors. (Faculty may send forms directly to their campus ICISP representative or Kishwaukee College to preserve confidentiality.)
3. **Transcript:** Include an official transcript documenting all courses of college study.
4. **Participant Information, Student Conduct Agreement, Release Agreement, Medical Agreement and Release:** Read closely, sign and return all the attached forms with your application. Keep a photo copy of each signed form for your records.
5. **Two Passport-Style Photos:** Include two passport-size, white background photographs of yourself. Sign the back of each with a pen.
6. **Program Deposit:** Include a check for \$500 made payable to Kishwaukee College. Unless a participant's application is rejected, this deposit is non-refundable.
7. **Preliminary Course Selection:** All students are required to take The Irish Experience and four additional courses. ICISP representatives have a list of courses available at Carlow College. Please know that every attempt will be made to see that you get the courses you want, but Carlow's offerings may change before the term begins.

### PRELIMINARY COURSE SELECTION:

Name of Course

1. **The Irish Experience**

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Alternate course(s)

\_\_\_\_\_

\_\_\_\_\_







## RELEASE AGREEMENT KISHWAUKEE COLLEGE

I, the undersigned, having applied to the Kishwaukee College Study Abroad program in Carlow, Ireland for the \_\_\_\_\_ semester, 20\_\_\_\_, do covenant and agree as follows:

I understand and agree that Kishwaukee College, its agents, officers, or employees, nor any educational institution associated in this endeavor shall assume any liability for damages or loss of property or for any financial or other obligations incurred by participants either in the United States or elsewhere.

I further understand and agree that while participating in the Program, I shall be subject to the supervision and authority of Kishwaukee College, its agents, officers and employees, including the sole decision-making responsibility with respect to any participants whose conduct or academic standing may warrant expulsion or withdrawal from the Program. I understand that participants are expected to attend classes regularly unless otherwise indicated by illness or unavoidable circumstances and to conduct themselves in a mature and responsible way as representatives of their colleges and their country.

I hereby acknowledge and agree that if I should be required to withdraw from the program for failure to maintain appropriate standards of study or behavior, or I should decide to voluntarily withdraw from the program, no portion of my payment would be refunded and I would no longer have access to any of the services or facilities of the Program.

I acknowledge that I have read and understood the foregoing statement and I acknowledge that I have read and understood the refund policy as stated in the Participant Information portion of this application and affix my signature at

\_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
City, State

\_\_\_\_\_  
Signature of Applicant



## MEDICAL AGREEMENT AND RELEASE KISHWAUKEE COLLEGE

MUST BE SIGNED BY APPLICANT.

On rare occasions, an emergency will develop which requires medical care, hospitalization, or surgery for a participant. So that such treatment can be administered without delay, we ask that each applicant sign the following statement authorizing Kishwaukee College representatives abroad to secure any necessary treatment.

### Permission for Emergency Treatment

In the event of injury or illness of \_\_\_\_\_, I hereby authorize any representative or agent abroad of Kishwaukee College, to secure any necessary treatment, including the administration of an anesthetic and surgery.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## PARTICIPANT INFORMATION

### Program Price

Kishwaukee College or your campus Illinois Consortium for International Studies and Programs (ICISP) representative have provided you with an itemized list of activities and services covered by the program cost. It also stipulates anticipated expenses that are not covered by the program fee. All costs are estimated and based on the rate of exchange between the U.S. dollar and the Euro at the time the program cost was established. Every effort was made to establish a realistic program cost. However, due to fluctuation in exchange rates the **program cost is subject to change. In the unlikely event that it becomes necessary to increase the program cost after it has been advertised, participants may withdraw from the program within seven calendar days of the date of the revised invoice with no penalty whatsoever.** Withdrawal from the program for any reason other than cost increase falls under the normal cancellation policy described in the *Cancellation and Refunds* section of this document.

### Transportation

Air and ground transportation to Carlow, Ireland are not included in the programs price. Students are responsible for booking and paying for their own travel arrangements. Kishwaukee College will provide information on a pre-arranged group meeting time and place. **Failure to meet the group on time and any extra cost incurred as a result is solely the responsibility of the student.**

### Deposits and Payments

A deposit of **\$500** must be submitted with the completed application form. Upon acceptance, the student will be informed of the program orientation date and their deposit will be applied toward the cost of the program as a first payment. A second payment of \$2500 must be submitted by the orientation date. A third and final payment of the remaining balance must be submitted no later than fourteen calendar (14) days after the orientation date. All payments should be made to Kishwaukee College. **Payments must be made on schedule or the student risks being dropped from the program. Students who are not paid in full by the departure date will not be allowed to participate in the program**

### Housing Deposit

A mandatory housing deposit for student accommodations will be paid by Kishwaukee College. Upon completion of the term and check-out from accommodations, each student will be held financially responsible for damages, if any, to their apartment. Reimbursement of damage expenses must be made prior to the release of semester grades. **Kishwaukee College will not release the grades of any student who does not pay damage expenses.**

### Financial Aid

Students apply for financial aid at their **home campus**. Students who will receive financial aid, but not in time to make scheduled payments, must arrange for a short-term loan to cover any cash flow problems. **Kishwaukee College cannot wait for payments beyond the established deadlines.**

**Use of Photos and Testimonials**

Students permit Kishwaukee College or ICISP to use their names and photographs taken during the program, and statements made in written program evaluations, in publications, reports, press releases, promotional literature, websites, and posters. Kishwaukee College reserves the right to copyright all photos and promotional literature.

**Cancellation and Refunds**

***If, for any reason, Kishwaukee College cancels this study abroad program prior to departure, Kishwaukee College's only liability will be to refund the monies paid into the program by the student.***

Arrangements for this program occur months prior to its actual operation. For this reason, ***penalties may apply*** to students who wish to ***drop or withdraw from the program.***

Please understand that, if you change your plans FOR ANY REASON, ***your right to a refund is limited.*** The following cancellation schedule applies to this program:

<b>Written notice received by Kishwaukee College</b>	<b>Cancellation Penalty</b>
On or before the program orientation date	A cancellation penalty of \$500 will be imposed.
After the program orientation date	A cancellation penalty of \$3000 will be imposed.
Fourteen calendar days or later after the orientation date	The cancellation penalty will be determined by Kishwaukee College based upon advance deposits and payments
Day of departure or later	<b>No Refund</b>

**ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO:**

Lisa March/Beth Parks  
Kishwaukee College  
21193 Malta Road  
Malta, IL 60150  
815-825-2086, ext. 2560 or 3170

Please note that **no refunds** will be made for activities and services provided in the itinerary that you **do not use**.

**I have read and understand the Participant Information and Cancellation and Refund Policy as stated.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



## STUDENT CONDUCT AGREEMENT

Participation in the Kishwaukee College Study Abroad to Carlow, Ireland program is conditional upon the understanding and following of specific behaviors and rules of Carlow College and your home institution, and accountability for one's actions while participating in the program. Therefore, Kishwaukee College, its designated representatives, as well as those in charge of the program on-site, have full authority to enforce agreed-upon standards. Further, they have full authority to take necessary steps to provide for the safety and full participation of all students, while participating in on-campus activities, off-campus field trips, and other travel as decided upon by the student. This may include, but not be limited to: advising the student's home ICISP representative, advising the student's family, giving a warning of possible future dismissal from the program, and finally, sending the student home at the student's expense, with no reimbursement of payments. The student agrees to the following:

### **PERSONAL CONDUCT**

As a guest in another country students are responsible and must conform to all laws of that country and rules, customs, and standards of Carlow College. Be aware that you are also under any code of conduct determined by your home institution. Students must conduct themselves in an appropriate manner at all times. Inappropriate behavior is cause for dismissal from the program.

### **PROGRAM PARTICIPATION and CLASS ATTENDANCE**

Students are expected to attend classes, maintain a full time course load as defined by the program, and attend all field trips. Attendance is mandatory unless specific arrangements have been made with the designated Kishwaukee College representative. Unauthorized absences are grounds for disciplinary action and possible dismissal from the program.

### **INDEPENDENT TRAVEL**

While it is assumed that students may wish to participate in additional travel unrelated to the program, students must understand that commitment to their educational program at Carlow College is primary and takes precedence over all other recreational travel. Students must understand and acknowledge that they accept full responsibility for personal travel. Students must inform the designated Kishwaukee College representative of any overnight absences, and provide their itinerary so that in case of emergency they may be contacted.

### **LEGAL PROBLEMS**

The student is responsible for all legal problems with any foreign nationals or government jurisdictions of Ireland or any other country. Kishwaukee College cannot be held responsible for the well being, health or safety of the student when he/she is absent from the program. The student accepts liability and is financially responsible for any damage or injury he/she may cause. Kishwaukee College does not guarantee assistance of any kind can be provided.

### **GENERAL RELEASE AND WAIVER**

By signing below, the student releases Kishwaukee College and Carlow College from any liability or damage or loss of property, injury, illness, or death during the period of the program.

## **DISMISSAL POLICY**

**Kishwaukee College and its designated representatives reserve the right to dismiss any student at any time for any of the following infractions:**

- ◆ **violation of any rules mentioned above,**
- ◆ **disruptive behavior,**
- ◆ **excessive absences from the academic program including field trips,**
- ◆ **use of illegal drugs,**
- ◆ **excessive use of alcohol,**
- ◆ **any conduct that appears in the on-site representative's judgment to be disruptive to the student or incompatible with the interest or welfare of others or the reputation of the program.**

**Students dismissed from the program will remain responsible for all program costs incurred on their behalf, and will be sent home at their own expense. Full loss of academic credit may also result.**

## **DISMISSAL PROCEDURE**

- 1. The on-site Kishwaukee College representative or Carlow College identifies violation of any program rules.**
- 2. The on-site Kishwaukee College representative discusses the violation with the student and a course of action is agreed upon and documented. A copy of this document is faxed to Kishwaukee College. Kishwaukee College will contact the student's ICISP representative and inform them of the violation.**
- 3. If remediation does not occur within the agreed-upon time frame, and if the student continues to break the rules of the agreement, he or she will be contacted by the on-site Kishwaukee College representative for immediate dismissal.**

**All students participating in this program must sign this agreement. Any student who refuses to sign will not be allowed to participate.**

**I, the undersigned, have thoroughly read this policy, and agree to abide by its terms and conditions.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date