

MFA in Writing Program
Spalding University

TRAVELING WITH EF TOURS – THE ESSENTIALS

Do I need to read this entire FAQ? It would be an excellent idea. Otherwise, you'll miss the part about the **\$450 student credit**, among other things. Then, read the attached PDF—which includes an itinerary—before you proceed to the website.

When can I sign up? Registration is open now. Register first for your Summer 2012 semester via WebAdvisor. Once registered, you are free to enroll for travel with EF Tours. The earlier you enroll, the lower your monthly payments.

What's the deadline to sign up? The deadline is **February 1** for current students and alumni, March 30 for incoming students. However, there are **advantages to signing up early**—first, to make your monthly payments as low as possible, and second, to secure a slot for any guest you might want to bring.

What's due upon sign-up? When you sign up for the trip, you'll pay EF Tours a \$95 enrollment fee and a required \$145 travel insurance policy. After that, you can pay in automated monthly installments (or pay the balance in full, if you like). We encourage you to sign up early so you can spread payments over the maximum possible number of months. On the monthly payment plan, your final payment will be due about 30 days before the trip. For those not on the monthly payment plan, final payment is due April 14.

Can I pay using student loans? Yes. Students using student loans to cover travel expenses should enroll over the phone and opt out of the automated payment plan, so that travel costs (and even the insurance cost) will be taken out of the student loan disbursement.

Do I have to buy travel insurance?

Yes. The \$145 policy is comprehensive and is required for all travelers.

Is the flight included in the trip price?

You have the option of choosing the full program package or a land-only version, as long as you're traveling from within the United States. The full program package includes air transportation from Louisville.

If you're flying from a different airport (a.k.a. "gateway"), EF can arrange your flight to Paris from your preferred airport, and your total cost will be adjusted to reflect the price difference. *Please note:* Normally a \$150 "special travel" fee would apply for those flying from airports other than Louisville, but EF Tours has arranged to waive that fee for Spalding this year!

The land-only package includes everything except airfare and transportation to/from the airport. If you are traveling from outside the United States, you should choose the land-only package and book your air travel separately.

What if I want to go early or stay late, or return from a different airport?

EF Tours can alter your airline ticket. The Special Travel Requests on page 7 of EF Tours' Enrollment Booklet (attached) covers the details. *Please note:* EF Tours has waived the \$150 Special Travel Fee for Spalding this year!

Can I earn frequent flier miles, get an upgrade, or specify my layover airport (if any)?

EF Tours gets deeply discounted airline rates by buying tickets in bulk. Because of this practice, it's not possible for travelers to earn frequent flier miles, get an upgrade, or specify a layover airport. You're strongly encouraged to read the Booking Conditions in the Enrollment brochure (attached).

Is there price difference for guests and alumni vs. students?

In years past, we offered a guest package, an additional charge that covered items that were built in for students. This year, we're flipping the way costs are shown. The price you'll see in the attached PDF and on the website shows the all-inclusive price for guests and alumni. **If you are a student, you will receive a \$450 credit** off the listed trip price. The credit reflects the fact that certain items—opening and closing meal, Versailles tour, metro card, museum tickets—are included in your tuition.

How is the housing priced?

The program price is for a twin room with double occupancy. You can reserve a room to yourself by paying a single supplement.

Can I book my own lodging instead of staying with the group?

No. For liability purposes, everyone traveling with EF Tours is required to stay in the arranged housing.

Can I bring a guest?

Spalding's first priority is to provide students with the best educational experience possible. Please read on for recent changes to university policy.

- Depending on enrollment, a limited number of slots may be available for guests of students. Available slots will be allocated on a first-come, first-served basis.
- In deciding whether to invite a guest, students should remember that they (the students) will spend a great deal of time in the classroom most days, including weekends. Guests will be on their own. Most classroom sessions are not open to guests.
- If space is available, students may bring a maximum of two guests.
- Guests enroll through EF Tours for either the total program or a land-only version of the program. Events included cannot be broken out into individual components.
- The minimum age for guests is 12. Any guest under age 18 must be accompanied fulltime by an adult who is not an MFA student.

What are the physical considerations for the trip?

Participants should consider their stamina, comfort and physical abilities when deciding whether to join the trip.

- Residency-abroad locations sometimes pose challenging situations for those with limited mobility or special needs. Standards of accessibility customary in the United States are often not

found abroad. Wheelchair accessibility is not the standard. Walking paths and streets may be unpaved or rough and irregular. Stairs are a virtual inevitability. Some required curriculum events involve extensive walking. Classroom space may be at a distance from lodging and may not be air conditioned. In addition, classroom and tour days are sometimes up to 10 hours long, with breaks for meals.

- If you have special needs (e.g., limited mobility, heart condition, diabetes, asthma), the University requires you to describe them fully on the travel questionnaire you will complete after enrolling for the trip, and to let us know what accommodations you think you might need. We will investigate to the best of our ability what accommodations can be made, but it is not possible for us to foresee every eventuality or guarantee that special accommodations will be available.
- Special arrangements such as taxis for those with limited mobility are made by the student at the student's expense.

How do I sign up? Once you've checked out the PDF and read through the Enrollment Booklet, your next step is to go to the Spalding portal and register through WebAdvisor for your Summer 2012 course—for instance, ENG620. **Registration is open now.** For registration instructions, go to Blackboard's MFA in Writing course and click Semesters\Summer 2012.

Once you've registered for your Spalding course, you can "enroll" for the trip online at www.efcollegestudytours.com/1123785 or by calling EF's customer accounts department at **877-485-4184**. (You can also call this number with any questions, payment options, special travel requests, etc.) Please be sure to read the Enrollment Booklet, including the Booking Conditions section, carefully before signing up for the trip.