

# GLOBAL ROUTES GAP APPLICATION

## How To Apply

Complete the following application and email it to: [mail@globalroutes.org](mailto:mail@globalroutes.org) or mail it to Global Routes at One World Way, Windsor, NH 03244 with a \$600 deposit. If emailing your application, please send your deposit separately. Global Routes applications are accepted on a rolling basis and are subject to space availability.

In our screening process, we seek to ensure that interns are capable of meeting the physical and emotional demands of an intensive group program that requires significant levels of personal independence and responsibility. Global Routes reserves the right to refuse and/or rescind acceptance at any point to an intern who we believe is unsuitable for our programs. Health, physical ability or behavioral history may be grounds for refusal. If Global Routes refuses or rescinds admission to a program, all monies paid to date will be refunded, except in those situations where a failure to disclose information resulted in an inappropriate placement. Global Routes will inform participants on August 1<sup>st</sup> for our Fall Semester and January 15<sup>th</sup> for our Spring Semester.

Additional forms, including a health form, reference form and possibly other forms specific to your program, must be submitted no later than 30 days prior to the program start date. After initial receipt of your Program Application and deposit, we will instruct you on how to access your online account with Global Routes through CampMinder, our database. Here you will be able to download these additional forms and track your profile.

Please note that we will not conduct your telephone interview until your teacher reference and health forms have been submitted and reviewed. Acceptance into a Global Routes Internship Program is contingent upon successfully submitting these forms and satisfactorily completing the phone interview with an office administrator.

## STUDENT INFORMATION

**Full Name** as Printed in Passport \_\_\_\_\_ **Preferred First Name** \_\_\_\_\_  
**Date of Birth** (month/day/year) \_\_\_\_\_ **Gender:**  Female  Male **T-Shirt Size (circle one):** S M L XL  
**Passport #** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_ **Country of Issue** \_\_\_\_\_  
**Student Email** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
**High School Name** \_\_\_\_\_ **Current Grade/ Year** \_\_\_\_\_  
**Future School Plans?** \_\_\_\_\_

## OTHER INFORMATION

**How did you first hear about our programs?**

School  Web search

Friend  Consultant

Family  Other

Please specify \_\_\_\_\_

## PROGRAM INFORMATION

**Program Type:**  Gap Year/College

**Program Location and Start Date:**

**First Choice** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**Second Choice** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**Parent 1** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

**Parent 1** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Email \_\_\_\_\_

Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

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## Conditions for Participation

Our approach is to offer learning, adventure and a group experience within the boundaries of safety, common sense and the law. Living within a small group is challenging, and students will be expected to actively participate and possibly compromise some of their own needs for the common goals of the group. While participating in program activities, students must follow the stated instructional sequence and safety standards including but not limited to the wearing of helmets, lifejackets and seatbelts. Unsafe actions taken by any participant are grounds for dismissal. Possession or use of tobacco products, weapons, alcohol or illicit drugs, as well as sexual activity, exclusive relationships, and unauthorized absence from the group are prohibited. We reserve the right to dismiss participants who we believe have violated any of the conditions for participation in our programs, have become an overall hindrance to the group process or the stated goals of the program, or have an active, contagious health condition. Participants who are dismissed or who withdraw will be sent home at their own expense, without tuition refund or leader accompaniment, even in the case of medical conditions. In the event of homesickness, our staff is here to help children and parents complete their Gap Semester program experience. If you and/or your child make the decision to leave the Gap Semester program for reasons of homesickness or any other cause, there will be no tuition refund as a result of early departure. Participants in our programs agree to permit us to use photos, videos and creative writing of/by students in promotional, documentary, and other educational publications.

Your child's participation in one of our programs is contingent upon receipt of all mandatory forms. Applications are accepted on a rolling basis throughout the year and are subject to space availability. In our screening process, we seek to ensure that students are capable of meeting the physical and emotional demands of the selected program. We reserve the right to refuse and/or rescind acceptance to a student at any point if we believe he/she is unsuitable for our programs for any reason including: health, physical ability, or behavioral history.

### Program Fee Information

Applications submitted prior to July 1, 2013, (for the Fall Semester) and January 1, 2014 (for the Spring Semester) require a program deposit, which includes a \$250 non-refundable fee, to reserve a program space.

The program fee balance is due 60 days prior to the program start date. We will not continue to reserve the space of any participant whose balance is unpaid after this date. Applications received less than 60 days prior to the program start date must be accompanied by the program deposit and full payment will be due no later than two weeks after acceptance.

Program fees cover all program activities. They do not cover transportation to and from the starting or ending points of programs, internal program flights, personal spending money, expenses for professional medical care, or personal needs.

In addition to the program fee, participants must put \$400 on account with Global Routes as a contingency deposit to cover the costs of any extraordinary expenses incurred by a program participant, i.e. medical expenses or replacement of lost items. All unused contingency funds will be returned within 60 days of your program's conclusion. Factors beyond our control (e.g. currency valuations, excessive inflation, significant fuel price increases) may cause our program fees to fluctuate.

Our refund policy is based on our investment in the program. Costs are determined on a program basis, not per intern, and most expenses cannot be recovered. In addition, last minute cancellations can prevent interns on the waiting list from participating.

Trip cancellation insurance is available through travel insurance providers and depending on the nature of the claim and the reason for your cancellation, you may be able to recover some or all of the program fee as well as travel costs. Trip cancellation insurance is available through companies like: Travel Guard [www.travelguard.com](http://www.travelguard.com) and may reimburse you for non-refundable payments and/or travel costs.

### Health Forms

Each parent or guardian must submit (and sign) a completed and accurate Physicians Form and Global Routes Health form which has been signed by a physician within one year of the start of the program, based on a physical received within two years prior to the program. Each parent or guardian must provide updated health and behavioral information, if any, prior to the commencement of the program. Participation in a program is contingent upon our approval of the health form. The misrepresentation of the participant's current or past physical and/or emotional condition may necessitate the dismissal of the participant, even after the program has commenced, at the parent/guardian's expense. All students must be covered by medical insurance and medical emergency evacuation insurance for student travelers. In case of illness or injury, we have the right to administer first aid and/or take the injured student to medical services. The cost of these services, including expenses for both the student and accompanying staff person, are the responsibility of the parent or guardian. Students who leave the program for medical reasons are not eligible for a tuition refund.

### Transportation

Transportation to and from the starting point of each program is the logistical and financial responsibility of the parents/guardians. Detailed information will be sent after receipt of your application. Regardless of transportation mode, travel arrangements and the travel information form must be submitted in advance of the program commencement on the Domestic Travel Form.

**Flight Arrangements**

As a courtesy to you, we arrange for group flights out of a US gateway city. We believe it is important for all students to be on the same flight and a group leader or other responsible adult will accompany group participants flying on our scheduled group flights. However, no adult will be available to accompany a participant who misses the international departure, or who must, for any reason, leave the program early on his/her return flight home.

**Risk Management**

The physical and emotional well-being of our participants is the primary concern of our staff and leaders. Our risk management protocol cannot remove all risk; parents and participants must understand the nature of our programs and accept the inherent risks involved in such activities.

**Equipment**

We will provide equipment needed for group travel and living (e.g. tents, stoves, cooking utensils, first aid equipment, vans, etc.); participants are expected to care for equipment. If a student damages or loses any equipment belonging to us, the student and/or parent will be held responsible (normal wear and tear excluded). Our insurance does not cover the personal property and equipment of participants; parents should check with their own insurance policy to ensure their child's personal property and equipment are covered against loss, theft or damage.

**Program Development**

Program development continues throughout the year even after program descriptions are published. As new opportunities arise or practical considerations require, the itinerary, destinations or other aspects of a trip may change. Parents and students will be informed about substantive changes before the summer begins. We reserve the right to cancel any program that does not enroll a minimum number of students or for other practical considerations. In such instances participants will be offered space in any other program that still has space available or a full refund of all monies paid. In instances where we cancel a program for any reason, we are not responsible for the reimbursement of costs incurred by participants other than our program fee. In instances in which a program that has begun has to be abruptly ended for reasons beyond our control, there will be no program fee refund and any additional costs will be borne by the participant's family.

**Fundraising**

While participation in our programs is not contingent upon this, we strongly encourage each student to raise a suggested amount of \$400 prior to the program for in-country service projects. One hundred percent of this money goes directly to the purchase of building materials, tools, school provisions and other supplies needed. Students take great pride in working on projects that they have personally helped to fund. Fundraising also helps to bind a participant's home and host community in a profound and tangible way. We supply thorough information on effective fundraising strategies to enrolled participants. All project contributions are tax-deductible through a 501(c)(3) non-profit organization.

**Assumption of Risk, Waiver of Liability and Indemnification Agreement**

I have read and understand the program descriptive materials for which my son or daughter is applying, and the above contract, and I agree to these terms and conditions and allow my child to participate in any activity offered by your organization. I understand that there are certain risks inherent in a number of activities and programs; I understand the nature of these programs and accept the risks involved. I, or my child, my heirs and assigns, agree to release, waive, covenant not to sue, indemnify and hold harmless your organization and its agents of any and all liability from negligence and responsibility of any nature for any loss or damage to property or personal injury, including death or illness, incurred by my child while participating in a program. Jurisdiction for all legal action will be in Hillsborough County, New Hampshire. I understand that should I bring legal action against your organization that results in a decision in your favor, I will be responsible for all legal fees, court costs, and your organization's out of pocket expenses.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_