

# How to get to **Chez Vous** Summer! 2012

## JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

## FEBRUARY

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

## Four Application Periods

- 1) Financial Aid Application Period:** All but Program Deposit postmarked by **December 16** (see Financial Aid Application Form).
- 2) Early Application Period:** Due in French Dept. by **January 20**. *Fully-completed* applications submitted by this date will be processed before any later applications. Applicants accepted from this early period will also receive a 25€ credit at the Institute's Café Bar.
- 3) Regular Application Period:** Due in French Dept. by **Feb. 29**.
- 4) Last-Minute Application Period (+\$35):** Beginning March 1, applications are welcome as space remains available. If additional airfare charges are required, JLI will confirm with you before booking.

## How to Apply

- For Master Application Checklist, the Application itself, and related Application materials, go to [www.chezvoussummer.com](http://www.chezvoussummer.com) and click on FORMS. *Complete the Application form and Master Checklist* (we know it's a lot of stuff, but everything is important! - please note that we can process only completed application packets that contain all the materials). Please make out check for \$1300 Program Deposit plus \$30 non-refundable Application Fee (\$1330 total - same in CAD) to "Jacques Lefevre Institute." This can also be paid online at [chezvoussummer.com](http://chezvoussummer.com).
- Put everything in an *envelope addressed to the Jacques Lefevre Institute* and bring it to your professor in the French Dept. Please do not seal this envelope.
- JLI will respond to fully-completed Applications about three weeks after the end of each Application Period.



### If Accepted . . . you will receive an *Acceptance Packet* containing:

- Program reservation confirmation
- Trip and Packing information
- Contact information in France for you and family
- Invoice for Final Payment, including Supplemental Services such as health insurance, travel options, Head-Start fees, or food preference restrictions.

### In early May, after final payments, you will receive a *Travel Packet* containing . . .

- Airline ticket or E-ticket identification
- Instructions for arrival and pickup in France
- Emergency telephone card and contact info
- Emergency Paris bus/metro ticket

## Final Payments

**To JLI:** *April 13* — Postmark deadline for final payment of both Program and Supplemental Services Fee — invoice enclosed in Acceptance Packet. Beginning April 16 please add \$2 per day to this payment. This final payment can also be made online for a small Convenience Fee at [chezvoussummer.com](http://chezvoussummer.com).

### Cancellation Refunds

- after Acceptance letter is postmarked to you

*February 1-28:* Full refund

*March 1-31:* Full refund less (Direct Costs + \$500)

*April 1-30:* Full refund less (Direct Costs + \$1000)

*After April 30:* Full refund less (Direct Costs + \$1500)

(wait-listed students not accepted will receive full refunds)

**Direct Costs** are expenses already incurred by the Institute on behalf of the student, which can include non-refundable airfare. However, the Institute makes every effort to recover as much as possible in refunds for Direct Costs which are then passed back to the student. An additional refund of up to \$500 is also added to the amounts above for cancellation due to the unfortunate circumstances of a medical difficulty (Doctor's note) or death in the student's immediate family.



### The Jacques Lefevre Institute

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