



Customized
Educational
Programs
Abroad



Thank you for considering CEPA as your partner for study abroad programs!

We are looking forward to working with you on your program and are ready to offer our creative ideas and affordable options.

To get started, please first save a copy of this form to your local hard drive. After that, complete the form below and kindly return it to info@cepa-abroad.org as an email attachment. We will get back to you as soon as possible to discuss the details.

Best regards from the team at CEPA

Today's Date
(MM/DD/YYYY)

For Mac OS users:

This Adobe form will work with your system, but you must take a few extra steps to ensure that your form will accept and save your data.

Please go to: mac.cepa-abroad.org

<input type="text"/>	
Title <input type="text"/>	First Name <input type="text"/>
Last Name <input type="text"/>	
College/University <input type="text"/>	
Position/Dept. <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	
State/Province <input type="text"/>	Zip Code <input type="text"/>
Country <input type="text"/>	
Phone <input type="text"/>	
Fax <input type="text"/>	
Email <input type="text"/>	
<input type="checkbox"/>	I have previous experience leading a group of students.
<input type="checkbox"/>	I have previous travel experience in the destination(s) requested for our program.

<input type="text"/>	
Title <input type="text"/>	First Name <input type="text"/>
Last Name <input type="text"/>	
College/University <input type="text"/>	
Position/Dept. <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	
State/Province <input type="text"/>	Zip Code <input type="text"/>
Country <input type="text"/>	
Phone <input type="text"/>	
Fax <input type="text"/>	
Email <input type="text"/>	
<input type="checkbox"/>	I have previous experience leading a group of students.
<input type="checkbox"/>	I have previous travel experience in the destination(s) requested for our program.

Academic Details

Please provide a brief description of the course content, program objectives and/or goals. If possible, please also send your course description and/or syllabus along with this form.

The required number of class hours/instruction while abroad.

- I would like CEPA to find and contract with a local professor to provide guest lectures and/or teach a course.
- I would like CEPA to arrange courses, services or credits from a local college or university for this program.
- I would like CEPA to arrange classroom and/or meeting space.
- I would like CEPA to plan time for informal meetings, e.g. at lobbies, cafés, or parks.

Space provided below for further details or requests:

Program Details

Program Title

Approx. how many students will participate?

Program participation for how many faculty members should be covered?

Leave for Study Abroad >

Leave on:

+/- days

TRAVELING TO this city:

< Return back home

Return on:

+/- days

LEAVING FROM this city:

Total budget per student

Land package only please, not incl. airfare or tuition

Quote from a competitor

Land package only please, not incl. airfare or tuition

Group Flights

Please let us know more about how your group will travel to and from your study abroad destination.

- We will travel together as a group.
Students will travel independently.
- (In this case no transportation from and to the airport will be arranged unless otherwise requested.)

If you will travel as a group:

- We will book our own flights.
- We would like to receive a group airfare quotation from CEPA.

Departure Airport:

Space provided below for special airfare requests:

Destination(s)

Please select the continent and list the destination(s) you would like to include in your itinerary:

Europe Asia Latin America Australia

Other

Countries:

Cities / Regions:

Space provided below for a rough outline, specific institutions, locations, organizations, museums, sites, etc. which should be included:

Ground Transportation

After years of experience, private coach busses have generally been the best modes of transportation for group travel. However, depending on your itinerary and travel route, every type of transportation option is carefully evaluated and the most efficient, convenient, safe, and affordable means of transportation are suggested.

Space provided below for special ground transportation requests:

Lodging

We carefully select accommodation on the basis of reputation, location, surroundings, and accessibility.

We generally arrange twin rooms for students and single rooms for group leaders. Depending on availability, we are glad to arrange other lodging options.

Please indicate your preferences below.

- Hotel 2-star
- Hotel 3-star
- Hotel 4-star
- Youth hotel / hostel
- Student Residence (limited to summers and availability)

For Programs in Europe:

Please let us know if you would like to stay in the student rooms of one of our **European Study Centers**:

- [Strasbourg, France](#) (Château de Pourtalès - an 18th century castle) available for short and long-term programs
- [Heidelberg, Germany](#) (an historic villa in the heart of the city) available for semester-long programs only

Although the additional lodging amenities will greatly depend on your budget and the accommodation options available, it is important to us that your stay is comfortable and enjoyable while abroad.

Are there any other services which we should take into consideration when making your lodging arrangements?

Space provided below for further details or requests for lodging:

Meals

Food is a very important part of any culture and can be a great learning experience.

We strive to seek out local and regional specialties for group meals which we include in our proposals.

Included - Welcome dinner to kick-off the program

Included - Daily breakfasts to energize you for the day

Included - Farewell dinner to round-off the program

We usually request that tap water be served with group meals. Other beverages are usually not included with pre-ordered meals.

Please let us know if you would like us to arrange any additional group meals or if you would like something specific for your group.

- How many additional group lunches to be added?
- How many additional group dinners to be added?
- Cash meal allowances for students (indicate below how much)

How much per day?

Space provided below for further details or requests for meals:

On-site Coordinator

Local, bi-lingual coordinators will be selected for your group.

Duties include, but are not limited to:

airport pick-up; chaperoning the group on organized activities; assistance with hotel check-in, emergencies, transportation, translation/language and cultural barriers; distribution of city maps, pre-ordered tickets, cash allowances, cell phones, etc.

Coordinators can be described as tour escorts rather than tour guides who are knowledgeable in history or similar. They take care of all the logistics, so that the faculty leader(s) can concentrate on the academic part of the program.

Any special requirements or necessary skills needed by your coordinator:

Students

Please provide some general information about your students:

If known, have your students studied or traveled abroad before?

- None Many All
 Very few Most Not sure

Level of the students taking part in the program:

- Undergraduate Graduate Non-traditional

Majors

Ages

Additional Info

Please use the space below to let us know about additional details or special requests which might not have been covered.

Recruitment/Marketing

Please indicate below if you would like CEPA to provide additional marketing support to promote your program.

- Promotional flyer or poster in PDF format
 Promotion at your study abroad fair by CEPA
 Promote program in a newsletter

Space provided below for further details or requests:

Health/Travel Insurance

CEPA requires that all participants have international travel and health insurance.

- We would like international travel and health insurance to be included in the proposal.
 We provide international travel and health insurance.
 Participants are responsible for their individual insurance coverage.

Special Equipment

Will special equipment or facilities be required for your program while abroad? Please select as many as needed:

- Classroom or meeting space
 Kitchen or cooking equipment (e.g. culinary programs)
 Computer use in general for our students
 Special computer lab / software (e.g. graphic design programs)
 Studio space (e.g. design or art students)
 Drafting tables (e.g. architecture students)
 Theater tickets or other event tickets

Space provided below for further details or requests:

Deadlines

If you are working towards deadlines on your campus to receive bids for this program, please let us know. Otherwise, we will work as quickly as possible to develop a customized proposal for your program.

Proposal is requested by:
(MM/DD/YYYY)

Please **save a copy of this form** to your local hard drive first. Kindly return it to info@cepa-abroad.org as an email attachment.

- I prefer to speak personally to one of your program experts. **(We are happy to call you!)**

We appreciate your support of international programs and thank you for considering CEPA as your partner abroad.

We look forward to taking you and your students on a journey of a lifetime.