

# The International Center for the Arts at Monte Castello, LLC

## Policies/Payment Schedule Acceptance

### Policies

I (print name) \_\_\_\_\_ understand and accept the Policies of The International Center for the Arts, LLC, regarding Drugs and Alcohol, as well as Behavior policies as defined the International Center for the Arts at Monte Castello Participant Guide. Further, I understand that violation of these policies could result in my expulsion from the International Center for the Arts without refund of my payment, either in whole or in part.

### Participant Handbook Acknowledgement

This is to acknowledge that I have reviewed, printed and read the Participant Handbook. I'll bring a copy with me on my trip!

Initials: \_\_\_\_\_

### Costs and Services

I (initial) \_\_\_\_\_ also understand that my program fee includes the following:

- Airport transfers with my group and on the specified days
- Accommodations (all double occupancy unless otherwise specified)
- Meals – except on field trip days, or as specified in your itinerary
- Studio space (International Studio School, Residents, and specified Study Abroad and Atelier programs only)
- Classroom space (International Studio School, Study Abroad, and specified Atelier programs only).

I (initial) \_\_\_\_\_ understand that my program fee DOES NOT include:

- International Airfare
- Admission to sites unless otherwise specified
- Meals on Field Trip days (except as otherwise specified)
- Art Supplies
- Off-campus accommodation or transportation to Monte Castello if I elect to go off campus or if I purposely, or accidentally miss the return transport from a field trip.

I (initial) \_\_\_\_\_ fully understand the cost of my program, which is quoted in Euro and is \_\_\_\_\_ Euro

I (initial) \_\_\_\_\_ fully understand the payment policies of the International Center for the Arts, which are as follows (except for those adding after these dates\*). I further understand that the deposit listed below is non-refundable.

April 30: 350 Euro NON-REFUNDABLE DEPOSIT (ALL forms are also due)  
May 15: All Balances Due

\* I (initial) [redacted] understand that registration after May 15 is based on availability. In this case, the full payment for my session must be made at the time of registration, unless otherwise specified.

### Cancellation/Refund

I (initial) [redacted] fully understand the Refund Policy of the International Center for the Arts at Monte Castello, LLC, in the event of cancellation. I also that this will be strictly adhered to as follows:

|   |   |
|---|---|
| Cancellation before April 30: deposit.  | Full-refund less 350 Euro               |
| Cancellation after May 1st: deposit.  | 75% refunded less 350 Euro              |
| Cancellation 2 weeks prior to your session: deposit.                              | 50% refunded minus 350 Euro             |
| Cancellation between 3 days prior to session and the first 3 days of the session: | 25% refunded<br>minus 350 Euro deposit. |

Withdrawal after first week of session cannot be refunded.

### Required Forms

I (initial) [redacted] certify that all information I have given regarding insurance coverage for Health, Travel, Trip Cancellation, and Emergency Evacuation Insurance is accurate, that policies are current and in force.

I (initial) [redacted] certify that all information given in the Self- Disclosure form is correct and that any crimes or misdemeanors of which I have been convicted are reported.

I (initial) [redacted] understand and have filled out the ICA-MCdV Waiver of Liability Form.

With the above conditions in mind and disclosures accurately stated, I [redacted] understand and agree to all the conditions outlined in the above

Signed: [redacted]

On this date: [redacted]