

COTTEY

TO: Cottey College Class of 2009 and Parents

FROM: Mary Haggans
Chief Financial Officer

DATE: May 19, 2008

With your first year at Cottey behind you, it is now time to start planning for the exciting time before you this coming year at Cottey. We have already begun the steps to take the Class of 2009 that will be enrolled for the spring semester, on spring break to Florence and Rome, March 8-15. We had a great time this year in Italy and look forward to our next trip with you.

As we discussed at our May 6 meeting, we are making two additional trips available this year, New Zealand and Guatemala (See attached handout from our meeting). Those students selecting New Zealand have already paid their \$500 deposit and will continue to receive trip information from Professors Polon and Taylor. Dr. Brenda Ross is the college liaison for the Guatemala in-service learning trip. Dr. Ross has had one interest meeting with students on May 12. Those expressing an interest to accompany Dr. Ross will continue to receive communication from her regarding Guatemala.

For the Italy trip, a nationally known international travel tour group, EF Educational Tours of Cambridge, Massachusetts, has been hired to coordinate our travel accommodations. President Rogers has asked me to serve as the campus liaison/group leader with EF Educational Tours. Approximately 22 faculty and staff will accompany us on the trip.

The College will make all travel arrangements on your behalf. You will be expected to obtain, on your own, a valid passport. **To ensure your participation in the Italy experience, a valid passport must be in your possession and a copy provided to the Business Office by September 30, 2008.** To comply with this date, you will need to apply for your passport early this summer. It is my understanding that it is taking 4 to 6 weeks to receive your passport after applications are filed.

All international students will be expected to contact their nearest Italian consulate or embassy to determine visa requirements. It is important that all international students begin this process to determine if there will be any complications regarding admittance to Italy and the subsequent return to the United States. Any international student with permanent residence status or other special U.S. status must verify any requirements she may have in departing or returning to the United States.

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Enclosed is an application form that you must complete and return to the College. Please return the form to the attention of Mary Haggans at 1000 West Austin, Nevada, Missouri, 64772. Your home mailing address and telephone have been listed as the College for billing purposes. Please complete the remaining information in the personal and emergency contact sections. Contact data should be a parent or guardian. **Do not complete any of the payment section. In addition, a trip waiver form and student expectation agreement are included in this mailing. Both you and your parents must sign the application and waiver; you are to sign the student expectation agreement. All three items are to be returned to me by June 16.**

Although Cottey is generally covering the cost of this trip, there will be some expenses that will be the responsibility of the student. **Each student will be expected to pay \$115 for an all-inclusive insurance plan offered through EF Educational Tours.** All-inclusive insurance coverage includes medical and accident, baggage and property, and tour cancellation and interruption insurance. The insurance premium must be paid in the Business Office by October 15, 2008.

Breakfast will be provided at the hotel, but all other meals, excluding dinner on Saturday evening, will be the student's responsibility. Depending on what each student chooses to eat for lunch and dinner, food expenses are estimated to be \$20 to \$50 a day. The College will be providing one evening meal, a metro pass in Rome, a half-day guided tour of Vatican City, a bus tour of Rome and entrance to the Uffizi Museum in Florence. All other educational and social experiences will be at the student's own expense. It is anticipated that each student will need \$400 to \$600 for the week's travel. The dollar continues to be very weak against the euro. I hope that you will start saving for this trip over the summer.

A tentative itinerary is enclosed. Faculty members accompanying the students on this trip have been asked to develop an educational module for both Florence and Rome. Students will be required to select a module of their choice for both cities. Any costs associated with these experiences will be the responsibility of the student. As these educational opportunities are developed next fall, they will be shared with you along with any anticipated expense. We have also built in free time for you to explore your own interests in Florence and Rome.

If a student signs up for this trip and then elects to cancel, she will be subject to any cancellation fee that the tour group imposes. The enclosed application describes the cancellation fee details. The specific cancellation expense for this trip is as follows:

Cancellation Fee

Present thru November 12, 2008	\$245
November 13 thru December 10, 2008	\$545
December 11 thru February 4, 2009	\$1,078
February 5, 2009 thru departure	\$1,965

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In addition, if a student does not return to campus spring semester 2009, she will be subject to the cancellation fee. Only if the College cancels the trip, will there be no cancellation expense to the student. For example, trip cancellation could occur if the College determined it was not safe to travel.

Each student will be expected to abide by the laws of Italy. Any legal violation of this country, in particular drug or alcohol violations, could lead to the student being sent home at her or her parents' expense. In addition, to clarify some past misunderstandings, you need to be aware that no men will be tolerated as guests in a student's hotel room, and all students are expected to stay with the College group throughout the trip. The College assumes no responsibility should a student be arrested and incarcerated.

It is important that students and parents understand the significance of safekeeping travel documents, such as your passport. If a student loses her passport before our return to the United States on March 16, it will be at her expense to have her passport replaced, and if it requires an additional stay to have that passport reissued, those additional expenses will be the responsibility of the student and her parents. In this situation, the College will assist the student in whatever way possible, such as loaning the student money, assisting with hotel arrangements and providing local contacts.

Both President Rogers and I are getting excited about our trip. I hope you are too! If you have any questions, please give me a call at 417-667-8181, ext. 2123.

Enclosures: Meeting Handout on Alternative Trips, Application, Waiver, Student Expectation Agreement, and Itinerary

c: President Judy Rogers, Ph.D.