



Terms and Conditions

1. PROGRAM DATES

Study Tour

Two summer study tours are scheduled for 2018:

- Tour 1: June 14 - June 28 (Priority is given to schools whose sister cities or sister schools have agreed to host at this time.)
- Tour 2: July 6 - July 20 (If you are a veteran NP:J teacher, please note that this is Friday to Friday as opposed to the usual Thursday to Thursday. Also keep in mind that some schools may be on a special end-of-school schedule during this time.)

Applications

All applications must be postmarked by December 1, 2017.

Each student application consists of three parts: the online application, signed letter of understanding, and a check for a down payment of \$395. Lead teachers and chaperones must submit the online application and signed letter of understanding. There is no deposit for teachers.

2. PROGRAM ENROLLMENT

Students

The 2017/18 New Perspectives: Japan (NP:J) program fee for school group students is \$3,995. The program fee for unaffiliated, individual students is \$4,995. A down payment of \$395 per participant is required with each student application, with the balance of the program fee payable in equal installments.

Payment Deadlines (School Group Students)

Deposit (\$395): December 1, 2017

Installment 1 (\$1,800): January 30, 2018

Installment 2 (\$1,800): March 30, 2018

Payment Deadlines (Unaffiliated Students)

Deposit (\$395): December 1, 2017

Installment 1 (\$1,600): January 30, 2018

Installment 2 (\$1,500): February 28, 2018

Installment 3 (\$1,500): March 30, 2018

Make checks payable to Laurasian Institution. The student's full name should be written on every check. Checks should be provided to the lead teacher well before the deadline dates. The lead teacher will mail all checks as a group to Laurasian Institution. Checks must be received by Laurasian Institution on or before the relevant deadlines.

Final travel documents will be distributed only when participants have submitted all required documents and paid in full. Due to increased scrutiny of passport applications by the U.S. Department of Homeland Security and airline requirements for passport copies, participants must apply for passports as soon as acceptance to NP:J is announced.

Teachers

With eight student participants, the program fee for the lead teacher is waived. When 16 or more students participate, the program fee for a second Laurasian Institution-approved chaperone is also waived. If the number of students drops below this ratio, the lead teacher's participant fee will be \$500 for each student below eight. The lead teacher should inform students of this policy, particularly if the teacher expects students to cover these additional teacher/chaperone fees.

Note: In some cases, large groups with two teacher/chaperones will be split into two groups and sent to separate cities for the host school/homestay portion of the study tour.

The lead teacher must collect all letters of understanding and program fee payment checks and mail them together to Laurasian Institution. Checks must be received by Laurasian Institution on or before the deadlines listed above. Pro-rated lead teacher and/or chaperone fees must be received by March 30, 2018.

3. WAIT LIST / LATE APPLICANTS

Confirmation of participation in the NP:J program and scholarship results (if applied) will be provided to participants by December 31, 2017. If an applicant is put on the wait list and later is denied participation in the program, the down payment and any other payments made to Laurasian Institution will be refunded in full. Late applications are handled on an individual basis and are accommodated based on availability. Late applicants must submit all required documents and payments due to date together.

4. ADDITIONAL FEES, CANCELLATION, AND REFUND POLICIES

Since the operation of an international study tour requires extensive long-term planning, costs are incurred well before actual departure. Therefore, Laurasian Institution observes the following cancellation policies:

- Any participant who wishes to withdraw must notify Laurasian Institution in writing (email is sufficient). A cancellation fee will be assessed based on the withdrawal date as listed in the accompanying chart. The remaining balance, minus any additional fees (NSF fees, late passport fees, etc.) will be refunded to the participant.
- Participants who fail to pay the program fee by the relevant deadlines may be withdrawn from the program at the discretion of Laurasian Institution. Cancellation fees will apply based on the withdrawal date.
- In the unlikely event that Laurasian Institution cancels the NP:J program, all payments will be fully refunded.
- If a participant's check is returned to Laurasian Institution due to insufficient funds, a \$50 fee will be added to the participant's balance.
- Passport copies must be submitted to travel agents well before departure. Participants who fail to send their valid passport copy to NP:J by the March 15, 2018 deadline must pay a late passport fee of \$50. Passports must be valid for at least six months after the conclusion of the NP:J tour.
- Teachers/chaperones of groups that fall below the ratio of eight students per teacher/chaperone will be assessed a fee of \$500/student below that ratio (i.e. 5 students = \$1,500 participation fee for the teacher/chaperone).
- Japanese volunteers or guides are available to accompany groups on study tour days for an additional fee of \$250-500 per day.

- Participants who wish to travel before or after their scheduled NP:J tour or who choose to stay in Japan longer than the scheduled tour are responsible for their own travel arrangements and all costs and/or fees involved.
- Participants who do not return with the group will be charged a \$200 fee, as this requires additional work by staff and can also affect group travel rates.

Cancellation Fee (on or by date indicated)

January 30, 2018: \$0
 March 30, 2018: \$500
 April 30, 2018: \$1,500
 May 30, 2018: \$2,000
 Day of Departure: \$2,500

5. PROGRAM FEE INCLUDES

- Orientation materials for use before departure.
- Round-trip international air transportation to and from Japan. Flights will be booked by NP:J staff. Some groups may be asked to travel up to three hours to a larger regional or gateway airport if necessary to keep airfare cost and program fee low for all participants.
- Airport transfer in Japan from arrival airport to accommodations and from final accommodations to departure airport.
- Accommodations in Tokyo and Kyoto.
- Breakfast and a total stipend of 9,000 yen (1,500 yen per day) for dinner meal money are provided during the Study Days in Tokyo and Kyoto. Breakfasts and dinners are provided by the host family during the homestay portion of the tour, with the exception of any meals eaten outside the host family home. Lunches are the responsibility of the participant.
- Transportation between Tokyo, the host school/homestay location, and Kyoto as per tour itinerary.
- Sightseeing in the Tokyo and Kyoto regions, including local transportation and entrance fees to special attractions as per tour itinerary with the exclusion of Ghibli Museum and Tokyo Skytree tickets.
- Cultural exploration activities while in Japan related to selected study themes.
- A homestay experience with a Japanese family. Note: The nature of Japanese families, as in the U.S., is increasingly diverse and does not necessarily reflect the stereotypical two parent, two child, and one grandparent composition. Participants may be placed in homes with host brothers or sisters, with their host school's teachers or administrators, or with community members. In some situations, the host school may arrange for double placements (two American students in one home).
- Visits to a Japanese school (some schools may be on a special summer schedule during the tour). Please note: NP:J groups are hosted at schools and communities across Japan, as far north as Hokkaido and as far south as Okinawa.
- Follow-on activities designed to help reflect on the experience and articulate new perspectives.

6. PROGRAM FEE DOES NOT INCLUDE

- Transportation to and from the U.S. departure airport designated by Laurasian Institution.
- Insurance coverage during the NP:J program. Participants are responsible for their own insurance, including but not limited to health, travel, and life insurance. Participants should check that their health insurance plan covers accidents and illnesses abroad. All participants are required to show proof of health insurance coverage abroad for the duration of the NP:J tour. Travel insurance policies—covering everything from lost baggage to emergency medical evacuation—can also be purchased independently.
- All lunch, snack, and drink costs in Japan during the study tour. During the homestay, breakfasts and dinners are ordinarily provided by the host family. However, participants are expected to pay

- for any meals eaten outside of the host family home. Transportation, entertainment, activity costs, and other miscellaneous expenses incurred during free time is your responsibility.
- Participants will be given an IC Rechargeable Card to cover transportation costs. NP:J will provide transportation allowance on a daily basis. If a participant loses their IC Rechargeable Card, then they are responsible for any remaining transportation cost for the rest of the day plus purchase of a new card (\$5).
- All personal expenses, such as long distance phone calls, internet fees, postage for mailing packages, excess luggage fees, personal purchases (toiletries, souvenirs, gifts, etc.), and medical, dental, or hospital bills. Please note that internet access may not be provided at hotels or tour sites; students may use internet cafes at their own expense.
- Participants may be responsible for the checked baggage fee for the domestic portion of the flights. Laurasian Institution does not have any control over individual airline policies. If charged, receipts should be retained for full reimbursement upon return to the U.S.

Note: With the exception of personal purchases, participants will need approximately \$35 per day to cover the expenses noted above. Credit cards can be used to purchase items at department stores, but cash is the only accepted method of payment at many small and medium-sized shops. The use of credit or debit cards to withdraw funds in Japanese yen is convenient in Tokyo, but will be time-consuming and inconvenient in other cities. Participants are advised to purchase and bring along a sufficient amount of Japanese yen for the duration of the trip.

7. SPECIAL REQUESTS

It is not possible for NP:J to honor special requests such as single hotel rooms for students. NP:J participants will adhere to rooming assignments made in conjunction with the NP:J staff and lead teachers.

While NP:J does make attempts to honor dietary preferences, participants are encouraged to experience Japanese culture and cuisine during the study tour.

8. ROLE OF THE LEAD TEACHER

The lead teacher is the liaison between Laurasian Institution and individual student participants. Communication and correspondence with student participants will be distributed through the lead teacher. The lead teacher must guide the group through each of the three phases (pre-departure, study tour, and post-tour learning) of the NP:J program. Specific lead teacher responsibilities include coordinating all pre-departure preparation and learning, preparing students to understand Japanese social customs and Japanese host family norms, serving as teacher/chaperone to her or his own students throughout the two weeks in Japan, and coordinating post-tour follow-on learning and evaluation.

9. ROLE OF THE STUDENT

NP:J is a cultural study program. Students should expect to spend a lot of time before, during, and after the tour on study-related activities. This includes preparing for the trip, completing worksheets and evaluations, attending meetings, and participating in discussions as scheduled.

Students are expected to participate in all activities during the NP:J tour, including activities arranged by their host schools and families. Students are also expected to follow directions given by their lead teachers/chaperones, Laurasian Institution staff, and the faculty and administration of the host schools. Students are expected to obey NP:J rules and show consideration for other participants.

10. ROLE OF LAURASIAN INSTITUTION

Lurasian Institution and its agents are responsible for making all program arrangements, including accommodations and transportation within Japan. The study tour portion of NP:J begins upon arrival

in Japan and ends when the group departs Japan. Laurasian Institution cannot be responsible for events beyond its control, such as acts of God, war, weather, strikes, government restrictions, or currency fluctuations, nor for personal injury or property damage caused by persons or entities not controlled by Laurasian Institution, such as airlines, bus companies, railways, hotels, or other suppliers. Laurasian Institution is not responsible for loss of passport, airline tickets, or other travel documents, or damage/loss to baggage or personal belongings. Laurasian Institution is also not responsible for flight delays, missed flights, long layovers, or any expenses related to such delays.

Special events (championship games, religious celebrations, political events, music festivals, etc.) occurring in Japan or at home may influence the regular operation of NP:J. On these occasions, air service, accommodations, and other services may be limited or extremely expensive. Laurasian Institution reserves the right to find alternate accommodations and services.

NP:J RULES

- Participants must follow the instructions of the lead teacher, and the school group must travel together. Participants must always be accompanied by their teacher or chaperone unless given permission by the lead teacher.
- Participants must obey all Japanese laws while in Japan.
- Participants must follow the instructions of Laurasian Institution staff during the NP:J program. Since each school group will be traveling according to its own itinerary, the lead teacher should check in with the staff of Laurasian Institution at the beginning of each Study Day.
- Participants must take part in all activities that are scheduled for the NP:J group, including activities and classes arranged by the host school and host family. No private itineraries outside the approved schedule are allowed during the study tour.
- NP:J is first and foremost an educational experience and, as such, only students, teachers, and Laurasian Institution-approved chaperones are allowed to participate. Non-participant relatives and friends are not allowed to accompany or “shadow” the NP:J group.
- Participants must be punctual for all tour activities and meetings.
- While in Japan, participants serve as cultural ambassadors. Behave with courtesy in all public locations, including hotels and student housing, and wear clothing that is modest and neat. Respectful conduct is especially important at temples, shrines, memorials, and other places of quiet contemplation.
- Visiting a new country is an experience in observing, listening, being aware, and being sensitive to everything around you. Smartphones isolate participants from their surroundings and hinder the purpose of the program. If electronic gadgets prove to be a distraction while in Japan, they will be confiscated for the duration and returned to the student at the end of the NP:J tour.
- Use of skateboards, scooters, roller blades, etc. by NP:J participants is prohibited at all times.
- Foul, demeaning, or rude language or behavior is not acceptable. Be more polite than you might ordinarily be and take more time to listen.
- Participants must obey the Japanese host school’s rules. Most Japanese schools require that students, including visitors, remove jewelry, hats, and make-up when in school. Chewing gum in the school is not permitted. Dyed hair (unnatural colors such as green, pink, or purple), tattoos, and body piercings are not viewed favorably by Japanese schools. Students with tongue or facial piercings should be prepared to remove them while on school premises. Tattoos must be covered during the homestay/host school period. NP:J participants should observe these rules to show respect for Japanese cultural norms.
- Students are responsible for their own behavior. When disciplinary action is required, the student’s teacher or chaperone should give appropriate guidance or correction. If a student displays inappropriate behavior or does not follow the directions of her/his school representatives or of Laurasian Institution staff members, the student will be sent home at her/his expense.