

BERRIDGE PROGRAMS

Dear Creative Semester Participant,

This letter is to confirm your official acceptance into Creative Semester, our gap year program in Normandy, France. We are thrilled that you have decided to join us! Please read the following pages carefully as it contains information you will need to plan your trip to France.

This packet contains information about the program including tuition payment, arrival and departure dates and our Participant policies. Some dates for your forward planning:

Upon acceptance - Deposit of \$2500 is due.

Autumn 2022 – Individual zoom meet ups with Director Andrea Mardon to outline your goals for the semester including your creative projects (exact dates are flexible).

Oct 1st, 2022 – This is the last day to withdraw for a refund of your deposit.

Nov 1st, 2022 - Full tuition payment due. Link to medical/dietary forms and additional information will be sent out.

Dec 1st, 2022 – Please purchase your flight by this date. This is the final date to withdraw for refund of fees minus deposit. There are no refunds of fees after Dec 1st, 2022.

Please note that should our program be prevented from running due to travel restrictions around Covid-19, you will receive a full refund of all of your tuition, including your deposit, regardless of payment/withdrawal deadlines.

There is a Participant Handbook to follow once it has been updated and there will be several group zoom meetings in the run up to the program for you to meet other participants, faculty and ask questions. In the meantime, should you have any questions at any time, please do not hesitate to get in touch. All the best and we look forward to meeting you in France!

Kind Regards,
Andrea Mardon



Artistic Director
Berridge Programs
www.berridgeprograms.com

BERRIDGE PROGRAMS
TUITION PAYMENT INFORMATION

The full tuition for the program is \$16,500. There is a \$2500 deposit due when you are accepted into the program.

The balance of tuition is due on or before Nov 1st, 2022. There is no refund of fees after Dec1st, 2022 except if the program is prevented due to Covid 19 travel restrictions into France. If you have any questions or concerns about tuition payments or refund policies please do not hesitate to get in touch.

PAYMENT INFORMATION

Zelle

If you have a Zelle account you may make a payment through Zelle to the email address andrea@berridgeprograms.com. There are no fees to use Zelle although Zelle has payment amount limits so you may need to pay in several payments.

Paypal

If you have a Paypal account you may make a payment through Paypal to the email address andrea@actingabroad.com. Please add 3% to your payment to cover the Paypal fees.

Check

You may send a check to the following address:

Berridge Programs
Attn: Greg Ainsworth
1244 Sierra Alta Way
Los Angeles, CA
90069

You may deposit your payment directly at any Citibank branch:

Account Name: Berridge Programs
Account Number: 4990080940
Routing Number: 021000089

If you would like to make a wire transfer, please get in touch for our full bank details.

TRAVEL INFORMATION

For our planning, you will need to book your flight by Dec 1, 2022 at the latest. Once you have booked your flight, please forward your flight itinerary to Andrea Mardon at andrea@berridgeprograms.com

PROGRAM DATES

Arrival Day: **Saturday January 28, 2023** into Charles De Gaulle airport ONLY, **as close to 9AM as possible**. Our staff will arrive at CDG at 6AM on the day and we will aim to depart from the airport around 12 noon.

Departure Day: **Saturday April 1, 2023** from Charles De Gaulle airport ONLY, **as close to 12 noon as possible**. We will arrive around 9AM on the day and would like to have all Participants in the air before 2pm.

If you need to book your arrival outside of these times/dates, please contact our office to discuss before booking any travel.

NOTE: For those of you who already own a passport, open it today and check that it will not expire for at least three months past your departure from France. The Immigration authorities at the airport can refuse you entry for that reason alone. United States and Canadian citizens do NOT need a visa in order to enter the country but students from other countries should check with their airline.

LATE ARRIVAL: We can accommodate late arrivals up to 7 days after the start of the program. Late arrivals carry a fee of \$300. Please contact us before booking flights for a late arrival to discuss arrival dates/times.

Visas/Tourist Status

You will be coming to France as a tourist, not as a student. As a tourist, you have a maximum stay of 90 days in any 180 days in the EU or "Schengen Area" which is known as your "Schengen Allowance." United States and Canadian citizens do NOT need to apply for any formal visa to enter France. Their Schengen Allowance is activated once they have cleared customs and receive a stamp in their passport. Participants from other countries should check with their airline or consulate regarding necessary visas. If you have been on a gap year program in the Schengen Area prior to our program and you are concerned about your Schengen allowance, you can apply for a 3-6 month French tourist visa to attend our program. Please get in touch with us to learn about the application process.

ESSENTIAL ELIGIBILITY CRITERIA

- Participants should have a good level of English language proficiency as all of our programs are taught in English
- Participants should be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the rules, guidelines, and policies of the program
- Participants must be able to travel independently from their home city to Paris CDG airport
- Participants must have the ability to work and create both independently and collaborate willingly within a group
- Participants must be able to self-medicate without the aid of assistance
- Participants must be prepared to participate in and engage fully with the program which includes attending all group excursions, outings, and workshops
- Participants must be prepared for experiential learning in a variety of weather conditions including rain and cool weather
- Participants must be willing and able to contribute to the running of our community which may include helping in the kitchen, maintaining our household and other day-to-day community tasks
- Participants must be willing to fully disclose all physical and mental health conditions on their registration forms
- Participants must be willing and able to ask for support and guidance when needed

PARTICIPANT CODE OF CONDUCT

The Participant Code of Conduct holds participants on the Berridge Creative Semester (BCS) to a high standard of behaviour in order to protect the community, promote consideration and respect for individuals of our community and support the aims of the program.

1. BCS participants are expected to be well-behaved and show courtesy and respect to everyone they encounter at all times. Participants will endeavour to be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.
2. BCS requires participants to uphold high standards of creative/academic integrity. Participants are expected to demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Participants must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information, or forgery.
3. Participants shall not take part in or facilitate discrimination or use discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
4. Participants are expected to respect other participants and not to engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type

(including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.

5. Romantic or sexual relationships between staff members and participants are prohibited. BCS discourages amorous relationships between participants as it may jeopardize the integrity of the program experience.
6. Participants shall not engage in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behaviour towards another person. Some examples of sexual harassment include: unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, displaying pornographic images on computers, emails, mobile phones, etc, or making sexist remarks or derogatory comments.
7. Participants are expected to respect property associated with BCS. Participants shall not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants are expected to show respect for and take reasonable care of our residence, other facilities, equipment and furnishings. Participants shall not engage in any unauthorized entry, use or occupation of facilities not for use by our participants. Participants may not possess, duplicate or use keys to such facilities without the appropriate authority.
8. Participants shall not commit acts of violence on persons or property or threaten to commit any acts of violence. Participants shall not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
9. Participants shall not use, possess or distribute drugs, the only exception is participants may possess and use those prescription and over-the-counter medications approved for use in France. Participation in an incident involving drugs is cause for an immediate dismissal, even if the participant did not consume or intend to consume these substances.
10. Responsible Alcohol Consumption Policy: The legal drinking age is 18 in France. Participants may consume alcohol but must do so responsibly in a manner which does not endanger their welfare or the welfare of other participants/staff. Any participant found to be in violation of these policies will be subject to disciplinary action which may include being sent home at the parents' or guardians' expense, with no refund of fees.
11. Participants shall abstain from selling, purchasing, producing or possessing for use any weapons, explosives, fireworks or incendiary devices.
12. Participants are expected to know and to follow all rules listed in this Participant Handbook, as well as the rules presented by BCS staff and those in positions of authority.

RESERVED RIGHTS OF THE PROGRAM

1. The program reserves the right to enter or inspect any room when, at the discretion of a responsible staff member, it is deemed necessary for the security or maintenance of the residence or safety of the residents.
2. Unacceptable participant behavior may result in disciplinary action, such as impositions of certain conditions for continuing residence or removal from the program at BCS's discretion. Continued unacceptable or dangerous behaviors will result in dismissal from the program and the participant will have to return to the custody of the parent or guardian or to an adult member of the participant's immediate family. NOTE: All expenses connected with the dismissal of a participant, including travel, are the responsibility of the participant and his/her family. No program fees will be refunded.
3. Your participation in the program implies understanding of these policies and agreement to uphold and abide by these policies for the duration of the program, including your understanding that all costs associated with participant removal from the program are to be paid by the parent/guardian with no refund of fees at any time. Questions or concerns about these policies should be addressed with the Program Director before the start date of the program.
4. The faculty and staff of Berridge Programs cannot be responsible for dispensing any prescription medications. We can provide basic over-the-counter medications with the permission of a parent. We will transport participants to a doctor or medical facility for any illness more serious than a cold and notify the parent immediately.
5. A participant whose physical or psychological status demands, or comes to demand, more care than can normally be provided by the program may be required to leave the program at the discretion of the Director and at the family's expense. Berridge Programs is not responsible or liable for any incident resulting from undisclosed medical conditions, physical or psychological.