



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! This letter also confirms that you will be attending the Fall session. **The program dates are Sept 30<sup>th</sup> to Dec 7<sup>th</sup>, 2023.** 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.

June 1<sup>st</sup>, 2023 - This is the last date to withdraw for a full refund including your deposit.

July 1<sup>st</sup>, 2023 - Full tuition payment due. This is the last date to withdraw for a full refund minus your deposit. Please note there are no refunds after this date.

July 15<sup>th</sup>, 2023 - Link to online forms packet to be sent out, due back on Sept 1<sup>st</sup>, 2023.

August 1<sup>st</sup>, 2023 - First group zoom meet up with all participants and parents

Sept 1<sup>st</sup>, 2023 - Please purchase your flight on or before this date.

Sept 15<sup>th</sup>, 2023 - Group zoom pre-departure meet up with all participants and parents

Please make sure you read the Participant Handbook you received with your acceptance email. It may answer some questions that you and your parents have about the program. Should you have any additional 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

*Andrea Mardon*

Artistic Director  
Berridge Programs  
[www.berridgeprograms.com](http://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 to hold your space. Please note that this deposit is refundable up to the final tuition payment deadline minus an administration fee of \$500.

The balance of tuition is due on or before July 1<sup>st</sup>, 2023. There is no refund of fees after this date. If you have any questions or concerns about tuition payments or refund policies please do not hesitate to get in touch.

**PAYMENT INFORMATION**

**Bank Transfer**

Our preferred payment method is by bank transfer. You will receive a Quickbooks invoice for your deposit after you confirm your acceptance. You will receive a second invoice for the balance of your tuition 60 days before the due date and a reminder 30 days before the due date. You may pay your deposit by bank transfer by clicking "PAY NOW" on this invoice.

**Credit Card**

Please get in touch with our office if you would like to pay by credit card. Please note that you will need to add 3% to your tuition fees if you would like to pay by credit card.

**Check**

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 or send a physical check, please get in touch for our full bank details.

## **TRAVEL INFORMATION**

For our planning, you will need to book your flight by Sept 1st, 2023 at the latest. Once you have booked your flight, please forward your flight itinerary to Andrea Mardon at [andrea@berridgeprograms.com](mailto:andrea@berridgeprograms.com)

### **PROGRAM DATES**

Arrival Day: **Saturday Sept 30<sup>th</sup>, 2023** into Charles De Gaulle airport ONLY, **as close to 10AM as possible**. Our staff will arrive at CDG at 8AM on the day and we will aim to depart from the airport around 1pm.

Departure Day: **Thursday Dec 7<sup>th</sup>, 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 to cover a staff member travelling to Paris, staying overnight, meeting your flight and bringing you back to Normandy on the train. 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**

The information below outlines the policies and procedures that guide our program and our expectations of our students while they are on our program.

- Participants must have a good level of English language proficiency as all of our programs are taught in English
- Participants must be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the policies and procedures 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 be independent of program staff, particularly on field trip days where they will spend time exploring in small groups
- 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 in sound physical and mental condition to attend the program and must not require any ongoing medical, mental or therapeutic treatment from a health professional while in France
- 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 to protect our community, promote consideration, respect for individuals, and support the aims of the program.

1. BCS participants must show courtesy and respect to everyone they encounter. Participants must be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.
2. BCS participants must uphold high standards of creative/academic integrity. Participants should 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 must respect property associated with BCS. Participants will not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants must show respect for and take reasonable care of our residence, other facilities and equipment and furnishings. Participants must not engage in any unauthorized entry, use or occupation of facilities not for use by our participants.
4. Participants must know and follow all policies and procedures listed in the Participant Handbook, as well as the policies presented by BCS staff and those in positions of authority.

### **CONDUCT LEADING TO IMMEDIATE DISMISSAL FROM THE PROGRAM**

Participant behavior contrary to the Code of Conduct policies found below will result in immediate dismissal from the program. 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.

5. Participants must not commit acts of violence on persons or property or threaten to commit any acts of violence.
6. Participants must not engage in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behavior 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 must not, 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.

### **CONDUCT LEADING TO DISCIPLINARY ACTION OR DISMISSAL FROM THE PROGRAM**

Participant behavior contrary to the Code of Conduct policies found below will result in disciplinary action, such as impositions of certain conditions for continuing residence, and may result in removal from the program for repeated violations and/or at the discretion of the Program Director. 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.

8. Participants must not use, take part in or facilitate 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.
9. Participants must not 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.

10. Participants must not possess or consume any alcohol in any of our residences at any time. Alcohol found in residence will be confiscated and repeat violations will result in dismissal from the program. The legal drinking age is 18 in France. Participants may consume alcohol off program grounds but must do so in a manner which does not endanger their welfare or the welfare of other participants/staff or effect their attendance and participation on the program.
11. Participants must not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
12. Participants must not engage in romantic or sexual relationships with faculty/staff members.
13. Participants must not sell, purchase, produce or possess for use any weapons, explosives, fireworks or incendiary devices, even if these items are considered decorative and/or not intended for use.
14. Participants must not smoke or vape anywhere in and around the residence or on campus grounds.

#### **RESERVED RIGHTS OF THE PROGRAM**

1. The program reserves the right to enter or inspect any room when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect rooms for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
2. The program reserves the right to inspect personal belongings including suitcases, backpacks, purses etc when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect belongings for compliance with regulations regarding drugs, alcohol, smoking, weapons and fire hazards.
3. The program reserves the right to take disciplinary action around participant behaviors deemed, at the discretion of the Program Director, as anti-social, unacceptable or dangerous either to the participant themselves or a member of the community. This may include the impositions of certain conditions for continuing residence or dismissal from the program at the discretion of the Program Director.
4. The program reserves the right to dismiss a participant whose physical or psychological health status demands, or comes to demand, more care than can be provided by the program.