

**Dear Berridge Programs Student and Parents,**

This letter is to confirm your official acceptance into Berridge France, our summer Acting and Film program at Chateau le Mont Epinguet in Normandy, France. We are thrilled that you have decided to join us for what is sure to be the summer of a lifetime.

Please read this packet through carefully as it contains information you will need to plan your trip and have a safe, fun summer with us. Some dates for your planning:

* Upon Acceptance: A deposit of $1000 is due to hold your space on the program. Please note that your space is not guaranteed until we receive this deposit. Tuition is due in full April 1st, 2023 and tuition payments are fully refundable up to 60 days before the start date of the program.
* April 15th – An online link to medical, dietary and travel forms will be sent to you to be completed by June 1st, 2022
* May 13th, 2023 – Parents and participants zoom meet-up
* May 25th, 2023 - Flights to be purchased and itinerary email to the director
* May 24th, 2023 – Final day to withdraw for a refund minus your deposit
* June 1st, 2023 – Online forms packet completed
* June 10th, 2023 – Pre-departure zoom meet-up (mandatory for all participants)

Also attached to your acceptance email is our Participant Handbook for 2022. You should read this through carefully and have your parents do the same. An updated version will be sent to you in March of 2023 but this will give you a good idea of how we run the program. Please reach out with any questions you or your parents might have either through email or by scheduling a zoom meeting. I wish you all the best for your school year and we look forward to meeting you in June!

Best Wishes,

Andrea Mardon

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Artistic Director

Berridge Programs

www.berridgeprograms.com

**BERRIDGE PROGRAMS SUMMER 2023**

**TUITION PAYMENT INFORMATION**

The full tuition for the Berridge France program is:

ACTING PROGRAM $7875

FILM PROGRAM $8475

Your deposit is due on acceptance to the program. Please note that there is no refund of fees after May 24th, 2023 except in the case of doctor certified illness. 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.

**BERRIDGE PROGRAMS SUMMER 2023**

**Travel Information**

Below is the information you will need to book your flights to France. Additional information such as a packing list, arrival day instructions cam be found in the Participant Handbook. If you are not able to book your flights during the time window indicated, please contact Andrea Mardon at andrea@berridgeprograms.com to receive approval BEFORE you book your flights.

**PROGRAM DATES**

Arrival Day: **Saturday June 24, 2023** into Charles De Gaulle airport ONLY **between 6AM and 10AM.** (This will mean departing from the US/Canada on Friday June 23rd, 2023)

Departure Day: **Thursday July 20, 2023** from Charles De Gaulle airport ONLY **between 7AM and 10AM.**

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

**PASSPORTS AND VISAS.**  Everybody needs a valid passport in order to enter France. If you do not yet own a passport please ensure that you submit your application as soon as possible. Getting one can take 6-8 weeks, and demand is highest before the summer. Please do not delay in contacting your national passport office to obtain an application.

**NOTE:** For those of you who already own a passport, open it todayand 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 5 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.

**UNACCOMPANIED MINOR**

If you would like to book your child under the age of 15 as an Unaccompanied Minor (some airlines require this) please get in touch **BEFORE** you book to discuss this with our staff. It presents additional logistical challenges at the airport that we will need to discuss before you book.