

2012 SUMMER TRAVEL INTENSIVES

Policies and Procedures/Registration Form

WHO SHOULD APPLY

All MICA Summer Travel Intensives are open to undergraduate and graduate students. Teachers and life-long learners, at least 18 years of age who have completed at least one year of college study, may participate in all programs with the exception of the New York Summer Intensive program which is only open to rising sophomores through 2nd year graduate students from AICAD and NASAD schools. *NOTE: All students attending summer abroad programs must have a current, valid passport for travel.*

REGISTRATION/APPLICATION PROCEDURES

For all programs: Complete the attached registration form and submit it, along with the required, non-refundable \$300 deposit and \$50 registration fee to:

MICA Summer Travel Intensives
School for Professional and Continuing Studies
1300 West Mount Royal Avenue
Baltimore, MD 21217

Or via e-mail to: summertravel@mica.edu

FOR SUMMER STUDY IN SORRENTO, ITALY:

Include, along with the registration form, deposit, and fee:

- A portfolio of 5-10 samples of artwork in slide or digital format.
- An official transcript demonstrating a GPA of 2.75 or higher.
- A brief essay discussing the applicant's background in art, any previous travel experience, and reasons for wanting to participate in the program.

NOTE: Previous study in basic drawing and painting, or permission of instructors, is required for admission to this program.

TO RECEIVE GRADUATE-LEVEL CREDIT:

Individual program coordinators evaluate requests for graduate-level credit. Applications to receive graduate credit must include, along with the registration form and fee, any additional required materials:

- College transcript(s) as proof of completion of an undergraduate degree.
- A portfolio of 6 samples of artwork in slide or digital format (the required portfolio for New York and Sorrento also serves as the portfolio for graduate credit evaluation).
- A completed Graduate Credit Contract Form, available from the School for Professional and Continuing Studies
- Graduate tuition for these programs includes an additional \$50 per credit.

REGISTRATION/APPLICATION DEADLINES

Registration form, \$300 deposit, \$50 registration fee, and scholarship application must be received by the appropriate deadline below:

For all programs: **MARCH 30, 2012**

A confirmation letter and a program itinerary will be sent, and student will be contacted by the program coordinator, once completed registration/application is received. Applications to the Sorrento program are reviewed on a rolling basis, and responses sent as applications are processed.

DEPOSIT, PAYMENT & REFUND POLICY

A \$300 deposit plus a \$50 registration fee are due at the time of registration. Deposits and fees are non-refundable. (In the event that a student is not accepted to the New York or Sorrento program the \$300 deposit will be refunded.)

Final payment for the balance due must be received by **APRIL 27, 2012** for all programs.

Because group travel bookings for these programs are made well in advance of start dates, refunds are made on the following basis:

- For cancellations received 4 or more weeks before program start date: 100% refund (minus deposit and registration fee).
- For cancellations received 2-3 weeks before program start date: 50% refund (minus deposit and registration fee).
- For cancellations received less than 2 weeks before program start date: no refund.

All cancellations must be made in writing to the School for Professional & Continuing Studies by mail or e-mail.

In the event that MICA cancels a program for whatever reason, a 100% refund will be provided to students who are enrolled in that program.

SCHOLARSHIPS

A limited number of merit and merit/need-based scholarships are available. For more information, please contact summertravel@mica.edu or visit www.mica.edu/summertravel .

AUDITING

Students wishing to audit the course are required to participate in all aspects of the program including assignments and critiques.

STUDENTS WITH DISABILITIES

It is the policy of Maryland Institute College of Art to provide those auxiliary aids and services that may be necessary to ensure that no individual with a disability is excluded, denied services, segregated, or treated differently than other individuals, unless providing such auxiliary aids and services would result in an undue burden. However, MICA cannot guarantee that students with disabilities will find the same level of accessibility in foreign countries to which they are accustomed in the United States. Please inform the School for Professional and Continuing Studies of all special needs.