2014 SUMMER TRAVEL INTENSIVES Policies and Procedures

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 second-year graduate students from AICAD and NASAD schools.

PASSPORTS AND VISAS
All students and participants in summer travel programs must have a valid passport and obtain any VISAs before travelling if necessary.

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

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, these additional 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 Sorrento also serves as the portfolio for graduate credit evaluation).
- Graduate tuition for these programs includes an additional $75 per credit.

REGISTRATION/APPLICATION DEADLINES
Registration form, $300 tuition deposit, $50 registration fee, and scholarship application must be received by MARCH 14, 2014.
A confirmation letter and a program itinerary will be sent, and students 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.

ADDITIONAL CREDITS
Students may register for an additional 3 credits in Art History or Humanistic Studies for the 3-credit Summer Travel Intensives (exceptions: the New York program and 6-credit programs). Students who register for these additional credits are required to meet independently with an Art History or Humanistic Studies faculty member before their travel intensive and outline a research paper. They will begin research while on their trip, and submit a paper to the appropriate faculty member no later than October 1st. Grades for this additional credit will be posted the second week in October. The add/drop and refund policy for these additional credits is the same as the policy for all Summer Travel Intensives (see below).

By registering for these additional credits, students are committing to complete these credits and submit drafts of research papers in the timeframe outlined during meetings with faculty. There will be no withdrawal after the Travel Intensive has concluded.

DEPOSIT, PAYMENT & REFUND POLICY
A $300 tuition deposit plus a $50 registration fee are due at the time of registration. Deposits and fees are non-refundable. (In the event that a program is cancelled or a student is not accepted to the Sorrento program the $300 tuition deposit will be refunded.) Final payment for the balance due must be received by APRIL 25, 2014 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 6 or more weeks before program start date: 100% refund (minus deposit and registration fee).
- For cancellations received 3-6 weeks before program start date: 50% refund (minus deposit and registration fee).
- For cancellations received less than 3 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.

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.