

**PUEBLA FIELD SCHOOL
Sign-up Form-
PLEASE WRITE LEGIBLY:**

**I. PERSONAL INFORMATION:
FULL LEGAL NAME:**

last name _____ **first name** _____ **middle name** _____

Name that you prefer to be called by: _____

MAJOR: _____

SAM I. D. : _____

E-mail: _____

HOME ADDRESS:

City _____ State _____ Zip Code _____

Home telephone _____

HUNTSVILLE ADDRESS:

Huntsville, Texas _____ Zip Code _____

Huntsville telephone or cel. _____

II.

I plan to enroll in the following course(s):

1. _____ 2. _____

I want the _____ hotel plan/ _____ home stay plan.

I am on financial aid: _____ yes _____ no (If eligible, your aid will apply to this program.)

I am enclosing a check for \$100 for the non-refundable down payment. _____

I give SHSU the authority to charge my account for the non academic cost of this program.

Signature _____ Date _____

III. EMERGENCY CONTACT INFORMATION:

NAME _____

RELATIONSHIP _____

TELEPHONE NUMBER(S) _____

IV. PAYMENT SCHEDULE

I would like to pay on the following schedule:

(\$1820 home-stay/ \$2320 hotel stay)

(Take off \$100 if you sign up before December 15; add \$200 if you sign up after Mar. 15.)

Down payment:	\$ 100.00
December 15:	\$ _____
January 15:	\$ _____
February 15:	\$ _____
March 15:	\$ _____
April 15:	\$ _____
May 28	rest _____
TOTAL	_____

(If you are on financial aid or have obtained a scholarship, write that amount down under May 28.)

**SHSU Puebla Field School
Reimbursement Policy:**

The SHSU Puebla Field School makes financial commitments with a series of entities to provide for airline and ground transportation, lodging and food for participants and professors. By state law, we must obtain three bids for these services and accept the lowest bid. Morally, we are committed to obtaining the highest quality program at the lowest feasible price. If a participant decides to back down, for whatever reason, our reimbursement policy is as follows:

Before March 15, 5:00 p. m. You will receive all of your money except the \$100 non-refundable down payment.

Between March 15 and May 25, 5:00 p. m.: Your airline ticket will be given to you. The cost of the airline ticket and the \$100 down payment will not be refunded. The rest of the charges to you will be dropped and any payments refunded.

After May 25: Your airline ticket will be given to you. Nothing will be refunded.

If you received funds from the SHSU Study Abroad Scholarship Fee program, please bear in mind your commitments to them: if you drop courses or do not comply with those commitments, those funds must be returned.

Signature _____ Date _____

I am aware of the SHSU Puebla Field School reimbursement policy.

INSTRUCTIONS:

1. PRINT, FILL OUT AND SIGN THE ABOVE FORMS.

2. PRINT AND SIGN THE "STUDENT GUIDELINES" and the "STATE LIABILITY WAIVER."

GET TWO PASSPORT-TYPE PHOTOS (You can get your photos for free at Bearkat OneCard Office, LSC 330.

3. MAIL all of the above along with your CHECK for \$100 down payment made out to SHSU to

**Dr. Frieda Koeninger, Director
SHSU Puebla Field School
Dept. of Foreign Languages
Sam Houston State University
Huntsville, Tx 77341-2147**

Or take these documents to her office at AB-4 335

[CLICK HERE FOR STUDENT GUIDELINES](#)

[CLICK HERE FOR STATE LIABILITY WAIVER](#)