



#### **IV. PAYMENT SCHEDULE**

I would like to pay on the following schedule:

(\$4000 home-stay)

(Take off \$100 if you sign up before December 1; add \$200 if you sign up after March 1.)

Down payment: \$ 100.00

October 15: \$ \_\_\_\_\_

November 15: \$ \_\_\_\_\_

December 15: \$ \_\_\_\_\_

January 15: \$ \_\_\_\_\_

February 15: \$ \_\_\_\_\_

March 15: \$ \_\_\_\_\_

April 15 \$ \_\_\_\_\_

May 25 rest \_\_\_\_\_

(If you are on financial aid or have obtained a scholarship, write that amount down under May 25.)

#### **SHSU Study Abroad – Spain Reimbursement Policy**

The SHSU Study Abroad in Spain Program 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 out, for whatever reason, our reimbursement policy is as follows:

Before March 1, 5:00 p. m. : You will receive all of your money except the \$100 nonrefundable down payment.

Between March 2 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 else will be refunded.

If you receive funds from the SHSU Study Abroad Scholarship Fee program, please bear in mind your commitment 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 Study Abroad in Spain Program reimbursement policy.

#### **INSTRUCTIONS:**

- 1. PRINT, FILL OUT AND SIGN THE ABOVE FORMS.**
- 2. PRINT AND SIGN THE “STUDENT GUIDELINES”**
- 3. GET TWO PASSPORT-TYPE PHOTOS AT WALGREENS OR WALMART FOR ADDITIONAL FORMS to be filled out later, for the Iberoamericana I.D.**
- 4. MAIL all of the above along with your CHECK for \$100 down payment to**

**Dr. Enrique Mallen, Director  
SHSU Study Abroad in Spain  
Dept. of Foreign Languages  
Sam Houston State University  
Huntsville, TX 77341-2147  
Or take to her office at Evans 309.**