

Elizabethtown College Prague Program Application Packet

- **Apply in *Two Easy Steps***

STEP ONE: Read the entire Program Information packet. It should contain: 1) a brochure and FAQ sheet; 2) a two-page Application including a Certificate of Good Standing; and 3) *The Fine Print* sheet. Note-***The Fine Print* sheet contains the full refund policy of the Program and other important information for applicants.**

STEP TWO: Complete & sign the Application. Read & sign *The Fine Print*. Submit both as soon as possible. Applications are reviewed and decisions are made on a rolling basis beginning October 1, 2019. You are encouraged to apply as early as possible. Only completed applications will be reviewed. A complete application package includes:

- A) *A completed Application form signed on both sides; and*
- B) *A signed Fine Print (Prague Program Policies) sheet*

***Turn-in completed applications to the Department of Business office to
Ms. Shari Kain, Administrative Assistant in the Department of Business
(Hoover Dept. of Business Suite—Hoover 204)***



Department of Business

The Prague Program 2020

*Application forms and "The Fine Print" notice can be
found on the program webpage at*

<http://www.etown.edu/depts/business/study-tour.aspx>



Department of Business
One Alpha Drive
Elizabethtown, PA 17022
<http://www.etown.edu/depts/business/>



Dr. Sean Melvin
Hoover 210
E-mail: melvins@etown.edu
Phone: 717-361-1280



The Prague Program 2020



1. Important Program Dates

October 1 — Rolling admissions process begins

November 30 — Last day to pay program deposit fee of \$500 to reserve seat

January 1 — Airfare due

February 1 — Balance due

February 28 — Depart Philadelphia International Airport for Prague, Czech Republic

March 7 — Arrive back in the United States

2. Program Fee *

The fee for the Prague Program for 2020 is \$1,295. Included in the fee is:

- Ground transportation in Prague
- Hotel accommodations in Central Prague for 7 nights
- Welcome dinner on evening of arrival in Prague
- Lunch near Prague Castle
- Guest lectures by expert Czech faculty
- Museum admission
- Professionally guided tour of Prague
- Field trips to companies and sites in and around Prague
- Daytrip to Plzen-European capital of culture, for tour and dinner
- Visit to Karlstejn Castle in Czech countryside
- Farewell banquet on the final night in Prague

Note: Airfare is not included. The airfare from Philadelphia to Prague has fluctuated between \$800 - \$1200 in the last few years. All students must travel with the group. Airfare will be announced on or about November 1.

The Business Department will offer 3-\$1,000 scholarships for the trip. Please see Dr. Melvin or Dr. Krichevskiy for more details.

Students take the 4-credit program/course as part of their Spring tuition course load.

Refund Policy: Please see *The Fine Print* notice found in the Program's Application materials for details of the program refund policy.

***Although every effort is made to keep costs in line, inherent risks associated with foreign currency rate planning requires a policy that fees are subject to change with 10 days notice.**



3. About the Course Offerings

BA450

Entrepreneurship in the Emerging Economies

(4 credits—Management Concentration & Entrepreneurship Concentration electives — Minor elective requirement)

Using entrepreneurship as an entry point, this seminar introduces students to the study of the history and social structure of European economic integration by examining the problems and identifying the obstacles faced by businesses in member states, and the specific opportunities for entrepreneurial momentum in central European.



Prague Program 2020

Frequently Asked Questions

What is the Prague program?

The Prague Program is an international experiential learning opportunity for students at Elizabethtown College. Sponsored by the Department of Business, the program integrates coursework (before and after the trip) for Entrepreneurship in the Emerging Economies, along with a 7-night stay in Prague. In Prague, you will attend lectures, field trips, field exercises, and learn about the cultural and economic aspects of Prague and the European Union. Visit our website at <http://www.etown.edu/depts/business/study-tour.aspx> for more details.

When do we leave for Prague and when do we get back?

We depart from E-town by bus on February 28, 2020 and arrive in Prague the afternoon of February 29, 2020. The group returns on March 7, 2020.

What's the course like?

Entrepreneurship in the Emerging Economies (FBE 450) is a 4-credit business course that involves the use of a business simulation. Students research possible business opportunities, investigate logistics, write a business plan and present it to a group of hypothetical investors. Several other short papers are due during the course of the spring semester.

Who will be on the trip?

Twelve-fourteen of your fellow students will be accompanying you with Dr. Dmitriy Krichevskiy, from the Department of Business. Once you arrive in Prague, you will also travel with our educational partners who provide logistical support in Prague. Our partners are Czech natives who are fluent in English and well-educated about the global business sector, European politics and Prague's culture.

How much does it cost?

The total program fee is \$1,295. This includes all hotel accommodations in Central Prague, transportation in Prague, dinner on arrival night, farewell banquet in Central Prague, professionally guided tours, all field trips and business meetings, lecture fees, lunch overlooking the Prague Castle, museum admissions, field trip into the Czech countryside and tour of Karlstejn Castle, and all taxes and tips. This fee **DOES NOT** include airfare. Airfare has ranged from \$800-\$1,200 in the past few years. The airfare will be announced on or about November 1st. Students must travel with the group.

Where do we stay in Prague?

Accommodations (double) are provided for the group at a hotel in city center in one of the most historic districts in Prague. The hotel has a 4-star European rating (with breakfast included) and is walking distance from all major sites. The reception desk is staffed 24/7 by English-speaking employees.

I'm interested, is there more information?

See the Department of Business website (<http://www.etown.edu/depts/business/study-tour.aspx>) for more information and a brochure. A brochure and application materials are also available in the Department of Business office (Hoover 204) from Ms. Shari Kain.

May I come on the trip without enrolling in the course?

No. The course and the trip are integrated as one program.

May I take the course without the trip?

No. The course and the trip are integrated as one program.

Do I have to pay extra for the 4-credits?

No, UNLESS THE COURSE TAKES YOU INTO AN OVERLOAD SITUATION (more than 18 credits) FOR THE SPRING SEMESTER. In that case, you'll need to pay the additional fees per credit just as you normally would for an overload.

OK. I'm psyched. How do I apply?

See the Department of Business website (<http://www.etown.edu/depts/business/study-tour.aspx>) for more information and a brochure. A brochure and application materials are also available in the Department of Business office (Hoover 204) from Ms. Shari Kain.

Should I apply if....?

All business majors and minors are encouraged to apply in order to enhance their global business awareness and skills. However, the program is open to all majors. Sometimes, questions arise as to individual circumstances on whether to apply:

I'm not a business major or minor.

Absolutely apply! Each year we have about 30% of the class that are non-business majors who complete additional reading assignments to familiarize themselves with the business and legal expression used in the business curriculum and they have been successful in the coursework and marveled at the trip.

I'm a First-Year.

You may want to wait until next year. In the last few years, there have always been a sufficient amount of upperclassmen that apply that FYS have not been accepted. But the program is run every year—so there is still plenty of time in your career at E-town to participate in the program.

I'm on academic probation.

You may apply. At the discretion of the Prague Program Directors, Dr. Sean Melvin and Dr. Dmitriy Krichevskiy, students on academic probation may still be admitted under certain circumstances.

I'm on disciplinary probation and/or have been banned by the Dean of Students from living on campus and/or coming on campus during weekends.

Please don't apply. All students must be in good standing with the Dean of Students at the time of the application and trip.

Elizabethtown College Department of Business
Prague Program Policies
THE FINE PRINT....NICE AND BIG

It is important to read both sides of this sheet thoroughly since it provides the Program's policy towards important issues such as refunds, unexpected price increases, insurance and other aspects of the Program. Students should talk with their parents concerning these policies. **By signing the Program Application (included in the Program Information Packet), student applicants are expressly acknowledging and agreeing to the program policies contained in this document.**

1. Program Fee and Payment Instructions

The program fee for 2020 is \$1,295. THIS DOES NOT INCLUDE AIRFARE. Accepted students must use the airfare that is booked for them through the College Travel Agent. The airfare has ranged from \$US800-1200 in past years.

Payments for the program fee can be made to the College Cashier via check, charge or debit card. Be sure to indicate to the Cashier that this is a payment for the Prague program and obtain a receipt for your payment. Or, you can pay online at www.etowncollegeonline.com/prague2020 (Visa, Mastercard, American Express & Discover are accepted). **\$500 is due by November 30th to reserve your seat.** Airfare is due January 1, 2020. The balance of the program fee (\$795) is due by February 1, 2020. **Failing to make a payment on time will jeopardize an accepted student's spot in the Program.**

2. Travel Agent Documentation and Flight Information

You will need to possess a valid passport, *not expired*, matches your full name, date of birth, passport number, special meal requests for international flights, such as; vegetarian or kosher, allergies to certain foods, etc.

3. Refund Policy

Upon a request by an accepted student for a refund, the Program Director will use best efforts to fill the spot. If the spot is filled, a full refund will be made. **In the event that, after a reasonable time period, the spot is not filled, no refund can be made since the funds are already committed to various vendors based on the student's representation that he or she would be participating in the program.**

4. Unexpected Price Increases

Every effort is made to keep the Program fee at its current low price. However, due to the problems inherent in advanced financial forecasting regarding fuel prices (that affect airline rates) and currency fluctuation (that affects accommodations rates), one must always be prepared for the unlikely possibility that an additional fee will be required of the Program participants. The Director will make every effort to contain costs to keep the fee at the rate published in #1. However, the Program cannot guarantee the rate.

5. *Insurance*

- *Medical/Emergency Insurance*

All Elizabethtown College study abroad students are provided with major medical insurance and emergency evacuation services through Cultural Insurance Services International (CISI) for the duration of their studies abroad. There is no additional fee for this coverage. The Study Abroad Office will register all students for CISI prior to your trip.

The Czech health care system does not cover foreigners and therefore cash or credit card payments are expected by physicians, dentists, and hospitals for treatment. You should review CISI's information, prior to departure, so you're aware of how to request medical reimbursements for all medical expenses or emergency care while traveling abroad.

- *Flight cancellation Insurance*

In the event that you are unable to travel due to severe injury or illness, death in the family or another emergency, the airline tickets are non-refundable. If you would like to purchase flight cancellation insurance, you can explore coverage through companies such as International Student Identity Card (ISIC) program.

- *Luggage/Theft Insurance*

Policies, such as the ISIC program, may reimburse you for losses resulting from the airline losing or damaging your luggage and/or its contents. It also pays the insured in the event the luggage or its contents are stolen. Many homeowner insurance policies contain similar coverage, so check with your parents/guardian's insurance agent if you're not sure.

6. *Agreement to Repay*

In the event that your accidental or purposeful conduct results in the College expending funds on your behalf while here or abroad, **you expressly agree to repay the full amount to the College promptly after returning to the United States.** You also agree that any such liability shall automatically become a charge on the student's College account that must be paid prior to any further enrollment.

7. *Unexpected alteration of Program events and schedule*

Traveling abroad requires maximum flexibility in scheduling. While every effort is made to comply with the schedule outlined in the Program Information Packet, the Program cannot guarantee any particular event or time schedule. Therefore, the Program reserves the right to amend the Program agenda or activities in the Director's sole discretion without liability.

8. *General policy regarding student conduct.*

Students are expected to abide by the Elizabethtown College Code of Student Conduct and the College's Pledge of Integrity during the entire Program. Students committing violations of the Code of Conduct or the Pledge of Integrity while in Prague will be dealt with in accordance to the College's established judicial procedures. The Director reserves the right to remove any student committing any violation of the aforementioned policies at the Director's sole discretion.

I have read both sides of "The Fine Print." I understand the policies of the program and agree to abide by them.

Print Name: _____

Signature _____ Date: _____

**Elizabethtown College Department of Business
Prague Program
Application for Enrollment
Page 1 of 2**

1) Name: _____

2) Campus E-mail: _____ 3) 2nd e-mail: _____

4) Primary Contact Phone: _____ 5) Campus P.O. Box: _____

6) Home Address: _____

7) Home Phone: (____) _____ 8) Student ID # _____

9) Major: _____ Minor: _____

10) Cumulative G.P.A. _____ 11) Number of credits earned as of today _____

12) Were you on last year's Prague Program Waitlist? _____

13) Information needed for travel agent:

Full name as it appears on your passport: _____

Date of Birth: _____

Passport #: _____

Expiration Date _____ **(must be valid for at least 6 months from the date travel is completed):**

Please list any dietary restrictions (allergies, vegetarian/vegan):

Please read the following questions and *initial* yes or no. Incomplete applications cannot be accepted.

A. *Have you read the entire Prague Information packet including the brochure and FAQ sheet?*

Initial one: Yes _____ No _____

B. *Have you carefully read, and do you agree to, the terms and policies of the Prague program as articulated in the "The Fine Print" sheet that is included with the Information Packet?*

Initial one: Yes _____ No _____

Applicant's Signature: _____

Date: _____

Prague Program Application Page 2 of 2 Certificate of Good Standing

TO THE STUDENT – Fill out Items A through E and sign and submit this form along with your Page 1 of your application to Ms. Shari Kain (Hoover 204).
Do not send this form to the Vice President for Student Life

A. Student applicant name _____

B. College ID Number _____

C. Current Campus Address _____

D. Do you give the VP for Student Life your express permission to refer to specific items in your student life files and disciplinary records in this Certificate?

Initial One: Yes _____ **No** _____

E. This form will be sent directly to the Program Director after completion by the Student Life's office. Do you waive any right to see the recommendation?

Initial One: Yes _____ **No** _____

Student applicant signature _____ **Date** _____

TO THE VP for Student Life – Please complete items A, B, and C below and submit it via email to: **Sean Melvin, Department of Business**. Please don't hesitate to call (X1280) or e-mail melvins@etown.edu with any questions. Thank you for your time.

The above named student has applied to the Elizabethtown College Prague Program. The Program requires its participants to have demonstrated a high level of individual responsibility. With that in mind, please answer the following:

A. Is the applicant currently in good standing with the office for Student Life? **_Yes _No**

B. Has the applicant ever been placed on probation or been the subject of other disciplinary action by the office for Student Life? **__Yes __No**

C. Do you have any opinion on the applicant's ability to face challenges of living and studying abroad? (Attach additional sheet if necessary)

Signature of Vice President of Student Life (or designee) _____ **Date** _____