**Summer Groups Planning Timeline**

**Party A**: party requesting a summer group experience

**Party B**: University of Wisconsin Oshkosh Office of International Education

**Contact: ELS@uwosh.edu**

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| Deadlines & Planning Periods | Action |
| As early in the process as possible, but by no later than August 1. | Party A communicates the following to Party B:   * Flight itinerary based on contracted group airspace to Outagamie County Airport or to Chicago O’Hare International Airport (airspace can be contracted up to 11 months in advance of travel). * Specific courses or activities to be offered, including learning outcomes and contact hours. * Projected number of participants in the program. * Projected number of escorts joining the program. * Requested field trips and/or cultural activities to be included in the fee. * Requested free time dates, for participants to plan their own individual activities. * Requested number of meals per day. * Accommodation preference (from least expensive -- doubles, singles, residence halls, local hotel, suites – to most expensive) * Maximum anticipated per person fee.   \*NOTE: the number of contact hours requested averaged over the number of weeks on campus determines whether students can enter the U.S. on a visitor visa (B1) or a student visa (F1). The US government expressly prohibits the use of a B1 for study, but at times a U.S. Embassy will advise that they will issue B1s for study. **Therefore, the type of visa issued can change from year to year**. |
| By September 1 | Party B emails a preliminary field trip/cultural visit list, draft syllabi (if requesting courses) and a preliminary fee for discussion and review. |
| September 1 – November 15 | Both parties communicate on any changes needed to the preliminary field trip/cultural visit list and draft syllabi (if relevant). |

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| As early in the process as possible, but by no later than November 15. | Party A finalizes the flight itinerary, syllabi (if requesting courses) and field trip/cultural visit list.  Travel dates and syllabi are now fixed. Substitutions to the field trip/cultural visit list may be necessary; changes to public or community events may occur outside of UW Oshkosh OIE control. All planning, reservations and payments related to accommodation, logistics, transportation, etc. which occur outside of confirmed dates are the responsibility of Party A. |
| November 15 – December 1 | Party B re-confirms teaching staff and program personnel, holds accommodation space, reserves transportation, and generally ensures that all program elements continue to be viable. |
| By December 1 or within two (2) weeks of confirmed dates, syllabi and field trips, whichever is earlier. | Party B sends a contract, including a contract fee, and deposit invoice to Party A. |
| As early in the process as possible, but by no later than December 15 | Party A returns the signed contract along with a non-refundable deposit of $100 USD per student, based on projected participant numbers and to be applied to the final bill.  The terms of the contract are valid for a maximum of 15 days. If not counter-signed and returned by email within 15 days, Party B cannot guarantee program elements. If not in receipt of a counter-signed contract within 15 days, Party B reserves the right to renegotiate fees or cancel the program. |
| December 15 – March 1 | Party A promotes the program. |
| By March 1 | Party A sends completed student applications, copies of travelers’ e-tickets, applications for group escorts and either 1) financial statements\* showing that each student and escort has sufficient funding to cover the full program fee plus meal expenses while in the U.S. or 2) confirmation that Party A will remit full program expenses to Party B by the payment deadline.  \*Students must submit bank statements in their name or bank statements in a parent’s name along with a certified statement from the parent confirming that the full program fee plus meal expenses will be covered on behalf of the student.  Party B immediately sends a final billing invoice to Party A based on applications received by March 1. |
| Remittance received by March 10 | Party A remits full final payment to Party B (remittances generally take about 3 business days).  NOTE: If Party B receives payment in full from Party A, Party A is no longer obligated to collect US government-required financial documentation from each individual applicant before processing visa paperwork.  If the remittance is not received, Party B cannot guarantee program elements and reserves the right to renegotiate fees or cancel the program. |
| Emailed by March 15  Receipt by March 25 | Party B emails and mails invitation letters and immigration documentation (I-20’s). |
| Group Cancellation | |
| December 15 to end of February | the group cancellation fee is equal to the non-refundable deposit |
| March 1 to April 30 | the cancellation fee is 10% of the total contracted fee plus the non-refundable deposit |
| May 1 to May 10 | the cancellation fee is 50% of the total program cost in addition to the non-refundable deposit |
| After May 11 | the cancellation fee is 100% of the total program cost in addition to the non-refundable deposit |