2017 Study Abroad
Germany

Please Send Questions to: studyabroad@lainiertech.edu

Trip Dates - March 31st-April 9th 2017

Approved Study Abroad courses - Spring Semester 2017 are:
Munich/Stuttgart/Heidelberg/Frankfurt and more

<table>
<thead>
<tr>
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Things to know:

Who Can Go?

- Minimum age, 18 Year old Current Lanier Technical College Students in good standing (must be enrolled in at least one approved Study Abroad courses during Spring Semester 2017 to be eligible for Lanier Tech Foundation Scholarship Funding)
- Lanier Tech Faculty and Staff
- Students are accepted to the program through an application and interview process.
  - Completed application including deposit must be received by October 31, 2016 to be considered.
    - Completed application includes:
      - Signed application
      - Your 200-300 word personal statement; why you want to be involved in study abroad?
      - Two LTC faculty or staff recommendation letters
      - Copy of current/unofficial LTC Transcripts
      - Copy of a current picture ID (If you have a passport, please include a copy.)
        - If you do not have a passport, you must get a valid passport by January 31st 2017 or provide a copy of your passport application (please note- see cancelation policy in how do I pay section)
      - Prepare for a personal interview with the Study Abroad Committee. Once your application has been reviewed, you will be contacted regarding your interview appointment.

Travel Expenses

- Estimated costs $2,900 per traveler 20 or more in the group, $3,100 15 – 19 travelers
  - Estimated Projected $1400 to be raised through LTC scholarships(MUST BE REGISTERED IN A APPROVED STUDY ABROAD COURSE TO BE CONSIDERED FOR SCHOLARSHIPS)
  - $1500 (Remainder) to be paid by the student (based on 20 travelers)

Expenses include

- Airfare and International Travel Insurance
- Coordinator during all planned activities while in Germany
- Transfers from airport to hotel/Transfers by private bus/Transfers by public transportation
- Hotels (double occupancy and in most cases with private bathrooms)
- 8 Breakfasts, 1 lunch, and 2 dinners (estimated)

Expenses do not include

- Various meals
- Gratuities for guides, drivers and waiters
- Spending money
- Costs for a valid passport
- Tuition, fees, and text
How do I pay?

- Initial Refundable Deposit sent in with application $100.00 payment, non-refundable as of Oct 20th 2016.
- December 8, 2016 - $700 anticipated nonrefundable (see cancellation policy below) amount due from student along with anticipated scholarship of $700. If traveling without scholarship, anticipated due is $1,400, (see cancelation policy below)
- January 19, 2017 - $700 anticipated nonrefundable amount due from student along with anticipated scholarship of $700. If traveling without scholarship, anticipated due is $1,400. (see cancelation policy below)

CEPA Cancellation Policy:
You must inform us in writing (by post/fax or email) as soon as possible if you wish to cancel. Your notice of cancellation will only be effective from the moment we receive it in writing. Upon cancellation, the following charges will be:

- up to 90 days prior to departure date............................................................... no charge
- 89-45 days prior to departure date ................................................................. 10% of program costs*
- 44-30 days prior to departure date ................................................................. 25% of program costs*
- 29-21 days prior to departure date ................................................................. 50% of program costs*
- 20-14 days prior to departure date ................................................................. 75% of program costs*
- 13 days or less prior to departure date ......................................................... 100% of program costs*

- *In addition to these fees, any unrecoverable expenses and/or cancellation charges imposed by the airlines will be charged. Airfare – initial $100 deposit non-refundable as of Oct 20, 2016, and 45 days prior to departure date, airfare portion of trip costs non-refundable - please note Airfare can be 50% or more of the total trip costs.

Course credit will be available for...

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Once you have been accepted into the program, you will need to register for the course/s.

Students will meet for the first day of class and will learn the requirements for the course and the trip.
**Before You Go**

- Get a Passport!
- Make three color copies of your passport; one to take with you and one to leave at home and one to leave with your instructor/travel director.
- Along with your passport, leave a copy of your itinerary and credit cards/numbers at home with your family.
- Leave emergency contact information with family.
- Have a Debit Card to get money (VISA) - contact your bank and credit card companies in advance and let them know that you will be traveling abroad (give the dates and countries) so they will not be surprised if they see your card being used outside of the USA.
- Purchase lithium batteries for your cameras in USA and bring a backup battery with you.
- Purchase the AC/DC adaptors for your hair dryers, laptops, and any other electrical appliances. These can be found at Wal-Mart and Target. Better yet, try to leave all of your electrical appliances at home and use only what is available in the hotels.

**Travel Information**

- Pack Light!
- You must always carry your passport with you when you leave the hotels.
- Money Exchange: Take your ATM card. You can use the ATM machines to get money when you need it. The money exchange stores, i.e.: Thomas Cook, are NOT a good value for exchange. Use ATMs at banks to get cash at the best exchange rates. Call your bank to see if they have a reciprocal one where they don’t charge a fee.
- Get approx. $150 at a time and try to use your credit cards on all purchases greater than $20.
- Security is most important for your passport, credit cards and money. Keep them in a pouch that you wear on your body; preferably around your neck or under your clothes. Keep account numbers written down if you may need to call your credit card company. Leave a copy of ALL credit cards (front and back) and your debit cards (front and back) with someone at home!
- Include a tag with your name, address, and telephone number in your luggage in case the outside luggage tag is lost or misplaced.
- Do not bring studded jewelry or heavy metal chains that set off metal detectors.
- Remember to put your cosmetics and medications in a clear plastic quart size bag if they are in your carry on bag. No liquids or gels more than 3 oz. will be permitted. If the item is more than 3 oz., pack them in your checked baggage. Suggestions: Place any liquids in a zip-lock bag. Items have been known to burst open during flight.
- Calling home: You can purchase a phone card to be used from Pay Phones or the hotel phone in Italy at the tobacco stores. Also, you can use SKYPE when online. If you bring an international phone, remember to get your service activated for the international plan of your service provider or buy a SM card for an International phone. You can call the ATT direct if you have an ATT calling card, and use this service. Always check the rates.
- Bring an empty canvas bag packed in your luggage if you plan on bringing back purchases from Europe.
- You can purchase items at the duty free shops in the airport and they will deliver it to you on the plane and it avoids packing the items in your bag.
Packing

- Pack dark colored slacks, shirts, jeans, shirts, etc. with fabric that does not show dirt or wrinkles. Laundry service is limited. Wash your undergarments and socks in the guest room sink using Woolite. Mix and Match!
- Dress conservatively. Women must keep shoulders covered in cathedrals and museums. If you are not dressed appropriately, you will not be allowed to go in.
- Bring a small travel umbrella or a jacket with a hood.
- Use phone or an alarm clock with a very loud alarm so you do not oversleep. Do NOT rely on your roommate to wake you up.
- Bring throwaway washcloths since many European hotels do not use them, or offer them to guests!!

Field Trips

- You are expected to attend all functions for your respective classes. Attendance is mandatory.
- Being on time is critically important. If you are late, we will leave you. **You are to be at the bus 10 minutes prior to the stated departure times.**
- Make sure that you bring money to tip guides and bus drivers.
- Tipping is included in the price of all meals in restaurants in Europe. You can leave coins if you felt that they gave you exceptional service.
- Purchase a small spiral notebook to use as your daily journal and take it with you on all field trips to take notes on the places, people and learning experiences.

General Information

- Once we arrive at each hotel, make sure you pick up a hotel business card so you’ll know the name and address of the hotel we are currently staying with during our trip. Always keep identification on you, as well as your hotel card in your pocket.
- Students should use good judgment when choosing to drink alcohol. Students or guests who drink excessively and cause disruptions with the trip will be sent home at their own expense!
- You can expect to have out-of-pocket expenses for meals, clothing, souvenirs, etc. anywhere from $35-$100 daily. This is entirely up to you.
- There will be some limited free time for you to shop and do site-seeing.
- Buy bottled water.
- Remember, Ireland has stores with the same products, and you may want to wait to get shampoo, and toiletries abroad…it is fun to try new ones!!
- You are representing Lanier Technical College and the United States of America. PLEASE use your best manners and be polite...use your inside voices -- even outside!!
GET READY for the trip of a Lifetime!

Share...what you learn during your travels with family members, friends, and community. Tell your travel stories to other students....share your newfound perspective on the world with others.

Connect...what you learn on the program with what you learn in school and ultimately to what YOU will teach your world.

Look to the future...Your travel experience will stay with you throughout your life. It may be especially helpful in the upcoming years as you write college applications and essays, include in resumes and to discuss in job interviews...consider an area of study and work toward future goals....if you love to travel, then find a job that includes this!!

Before You Leave, answer the following questions and then leave space for your responses when you return. See how your perspective has changed upon your return.

- What do you expect from your Study Abroad Experience?
- What do you think will be different in the places you visit from what you are used to at home?
- What will you see, hear and experience in the days following your arrival abroad?
- What kinds of food to you expect to eat?
- What will the people be like?
- How will you feel, about not knowing the culture of the countries that you visit?

1. Experiences:
   a. Describe... something you now understand better from having actually seen or experienced during your trip.
   b. Describe ... your interactions with other people while on the program. Have you talked to someone outside your group? Have you spoken or tried to speak other languages?
   c. Compare...and contrast the monetary system in the places you visited with your monetary system at home? What is the exchange rate? Where do you get your best rate of exchange? How do shoppers pay for merchandise, cash credit card, etc.?
   d. What was your favorite moment during tour?
   e. What is the least favorite moment during your tour?
   f. What did you learn about yourself?

2. Awareness:
   a. What is the first thing you saw or did that made you realize you were away from home?
   b. Describe a foreign custom or tradition that is different from your usual way of life?
   c. How would you characterize the traditional culture of your destination?
   d. What parts of traditional culture do teenagers of that country accept or reject?
   e. Describe the ways in which your perceptions of your own home or culture changed during your travel experience?

3. Empowerment:
   a. In what ways have you matured through preparing for and traveling abroad?
b. In what ways has your program expanded your understanding of the world outside your community?
c. What pre-tour or tour activities enabled you to demonstrate your leadership skills?
d. Describe how group travel taught you to work cooperatively with your peers?
e. Have you learned something new about global issues such as hunger, environment, or peace? How did it interest you? What could you do to help?

4. Learning:
a. Pick an artist from the places you visited and describe the highlights of his/her career. What factors do you think influenced this artist?
b. If you could have lunch with one person, either from the past or the present from the places you have visited who would it be and why?
c. What types of TV shows and movies are popular in the places you visited? Do you recognize any of the stars? Compare and contrast the way products are advertised in your destination and at home. Why might some TV programs and movies be popular in one place and not another?
d. How do people learn about current events and politics in the places you visited? What are the most popular newspapers and news shows? What has made the news since you arrived? Compare and contrast news stories and how they are presented in your destination and at home.

5. Discovery:
a. Write about some of the things you’ve tried for the first time during your program.
b. Was there anything you didn’t want to do but now glad you did:
c. What things might a visitor hesitate to try in your home country?
d. Describe the transportation system and how does it compare to transportation in your hometown?
e. How does it affect daily life and influence the way individual interact with each other?
f. What do you think would be difficult to adjust to if you were to stay here for a longer period of time?
g. What cultural traditions, expressions or technological advances in your own country originated in places you visited? How has this culture influenced your own?

6. Success:
a. What leadership skills will you take away with you at the end of your tour?
b. Describe how your travels affect what you might study or pursue as a career?
c. Describe how your program affected your enthusiasm for future travels?
d. What is the first thing you will do differently upon return?
e. How will you contribute to your school, your town, your family, your country and your world?
f. What story do you have to tell?
Study Abroad Application

To apply for The Study Abroad Program please submit the following:

- The completed application
- Personal Statement (200 - 300 words)
- Two letters of recommendation from Lanier Technical College faculty/Staff members and/or the student’s employer
- A current Lanier Technical College transcript
- An interview will be scheduled after your application has been received

The application should be delivered/or emailed to:

studyabroad@laniertech.edu

Study Abroad Committee:
Contact Information:

<table>
<thead>
<tr>
<th>Primary LTC Faculty Director Contact Information</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>Name of LTC faculty contact person (Faculty Director):</td>
<td>Mr. Christian Tetzlaff</td>
</tr>
<tr>
<td>Position/Title:</td>
<td>Motorsports Vehicle Technology Program Director</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>(770) 533-6966</td>
</tr>
<tr>
<td>Fax number:</td>
<td><a href="mailto:ctetzlaff@laniertech.edu">ctetzlaff@laniertech.edu</a></td>
</tr>
<tr>
<td>Email address:</td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Motorsports, Technical &amp; Industrial Division</td>
</tr>
<tr>
<td>Cell contact information in case of emergency:</td>
<td>(404)643-8293</td>
</tr>
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### LTC Co-Director Contact Information (if applicable)

<table>
<thead>
<tr>
<th>Name of LTC contact person (LTC Co-Director):</th>
<th>Pennie Eddy, CPA</th>
</tr>
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<tbody>
<tr>
<td>Position/Title:</td>
<td>Accounting Program Director</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>770-533-6937</td>
</tr>
<tr>
<td>Email address:</td>
<td><a href="mailto:peddy@laniertech.edu">peddy@laniertech.edu</a></td>
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### Additional Teaching Faculty (if applicable)

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<tr>
<th>Tom Rieger</th>
<th>Todd Irving</th>
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<tr>
<td>Roslynn Kuznicki</td>
<td>Lisa Maloof – Administrative committee member</td>
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Travel dates: Spring Semester March 31st-April 9th 2017

Choose from the following courses of study that applies:

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To apply for LTC’s Study Abroad Program, please complete all sections, include all necessary attachments, sign and date the form and return it by October 31, 2016.
1. Personal information

Last name _____________________________________________

First name ______________________________________________

(Circle the following where appropriate)

Title: Mr. Mrs. Ms.

Gender: M F

Date of Birth: month__________ day__________ year__________

Email address: ___________________________________________

Current address: _____________________________________________
_________________________________________________________________
_________________________________________________________________

Home Phone: _____________________________________________

Cell Phone: _____________________________________________

Emergency contact Information:
Name: ________________________________________________

Mailing Address: __________________________________________

E-Mail Address: __________________________________________
Phone numbers: ________________________________________________

Relationship to Student/Guest: _______________________________________

2. Passport information

Citizenship
☐ I have a valid passport

Passport is Valid until ________________

☐ I do not have a passport (continue to #3)
Passport # _______________________
Place of issue ______________________
Date of issue ________________
Date of expiration ________________

3. Health and medical information

Note: The information you provide below will not be used in any way to determine eligibility for this program. The following questions are designed to aid the sending and receiving faculty/staff in the event of an emergency. The information you provide will remain confidential and will only be shared with the program staff and faculty. Describe any health conditions you have that require medical maintenance:

General state of health (Circle the following where appropriate)

Excellent                good                fair                poor

Describe any other health concerns that you have at this time:

Do you have any medical allergies? If so, please list:

Do you have any food allergies? If so, please list:
Do you have any dietary restrictions? If so, please indicate:

Do you have any medical conditions we should be aware of?

4. Academic information (Circle the following where appropriate)

LTC Student ID#: ____________________________________________

Program of study: ____________________________________________

No. of hours accumulated: ______________________________________

Grade Point Average (Attach a recent transcript): __________________

Student must be in good standing with LTC and not on probation

Classification (Circle the following where appropriate)

1st year          2nd year

Expected date of graduation: ____________________________________

List the names of two LTC instructors/staff who are familiar with your academic work and provided references for you (attach reference letters).

Name of instructor/staff:
______________________________________________________________

Program: _____________________________________________________

Phone: _________________________________________________________

Name of instructor/staff:
______________________________________________________________

Program: _____________________________________________________
Phone: ____________________________________________________________

Have you ever traveled outside the US before? (Circle the following where appropriate)

Yes  No

If yes, where and when?

Have you ever lived abroad longer than 2 months? (Circle the following where appropriate)

Yes  No

If yes, where and how long?

Please identify any foreign languages you speak:

Please provide a personal statement (minimum 200 words – not to exceed 300 words) explaining what you hope to achieve academically and personally during this study abroad experience and attach it to this application form.

5. Attachments
I have attached all of the following documents:
   ✤ Copy of passport (1st page with picture)
   ✤ 200-300 Word Personal statement
   ✤ Two letters of recommendation from LTC faculty/staff members
   ✤ Current LTC transcripts
6. Study Abroad Application and $100 deposit check or cash can be delivered or mailed to:

Lanier Technical College Foundation (Attn: Teresa Grizzle)
2990 Landrum Education Dr.
Oakwood, GA 30566

7. Terms and Conditions Statement

I acknowledge that participation in a study abroad program involves some risk of injury, illness, or loss of personal property. I agree to release and forever discharge Lanier Technical College, its members individually, and its officers, agents, and employees, for all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damages to property and the consequences thereof, resulting from my participation in this study abroad program and related activities.

I hereby agree to maintain health and accident insurance in force and effect for the entire duration of my participation in this study abroad program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been explicitly described in this application.

I agree that I shall be subject to the supervision and authority of the faculty in charge and to the standards stipulated by the faculty in charge. I further acknowledge that the supervising faculty has sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action. If participants are sent home it will be at the participant’s expense. I further acknowledge the supervising faculty to obtain and provide medical treatment and/or services that I may require during this study abroad program.

Finally, I am aware of and agree to abide by the following payment condition:

- Initial Refundable Deposit sent in with application $100.00 payment, non-refundable as of Oct 20th 2016.
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I hereby verify that all information provided on this form or in the attachments is true and complete to the best of my knowledge.
In case of an injury, I hereby authorize and give consent the program leaders to obtain and provide medical treatment and/or services for (applicant name) ___________________ as necessary.

Signature of applicant:__________________________________________________________

Date:_________________________________________________