

## Center for Service and Global Citizenship Travel Program Application Process

### 1. Applications are due Monday, December 6 at 9:45 p.m

- Students submit their application and list a parent or guardian with whom they have spoken about the trip(s) for which they are applying.
- There is no need for the student to mention a request for financial aid in the application process.
  - An automatic e-mail is sent to the parent or guardian that the student provides asking for their support of the application, as well as whether or not they would like to be considered for financial aid for a trip if selected.
  - The parent or guardian replies to this email, which gets sent to the CSGC and forwarded along to the Financial Aid Office if financial aid is requested. The request for aid will have no impact on the initial review of applications.

### 2. Applications are reviewed

- Between Dec 6 and Dec 17, applications are reviewed using the criteria for selection: 1. Strength of the application 2. School citizenship 3. Trip-specific criteria
- See the [application](#) for more detail about criteria for selection.
- Applications are reviewed by a committee of CSGC faculty and faculty trip leaders with input from the Student Life Office, advisors, and teachers as needed.

### 3. During the beginning of the winter break, students are notified of trip selections via e-mail and their aid amount, if applicable

- If accepted to a trip, families who requested aid will receive a separate e-mail directly from the Financial Aid Office with an award amount.
- All aid awards are calculated by the Financial Aid Office with the goal of having fair awards to make trips accessible to all students.

### 4. Enrollment paperwork is due by January 5

- If accepted to a trip, between Dec 17 and Jan 5, students and families have time to make an informed decision about whether or not to enroll on the trip for which they were selected. If they choose to travel with DA, enrollment paperwork is due by January 5.
- As space allows, we offer spots to students on the wait list.

### Budgeting and Financial Aid

- All of our trips are run at cost. If money is left in the trip budget at the end of the trip, families will be refunded appropriately.
- All trip costs are all-inclusive. Once the group is enrolled, flight costs will be locked in, and student accounts will be charged the total amount of the trip cost. All meals, activities, and transportation costs are included, and students can fully experience the trip with little to no spending money beyond the trip fee. Costs of any travel health vaccines are not included.
- Aid awards are calculated by the financial aid office. Financial aid is available to all qualifying students.

### Health, Safety and Security

- We work hard to manage risks for all of our travel programs, and consult experts in the field in order to complete risk assessments for each itinerary.
- As part of the enrollment process families will be provided with additional information about each program and have an opportunity to ask questions of the CSGC team or the health center. Please encourage families to reach out directly to the CSGC anytime should they have questions about health, safety or security.