<table>
<thead>
<tr>
<th>Activity</th>
<th>To Do</th>
<th>Due Date</th>
</tr>
</thead>
</table>
| Program Introduction                         | ☑ Learn about IUHPFL from teachers, counselors or alumni  
☐ Attend an IUHPFL presentation (regional event or at school, if provided)  
☐ Seek out IUHPFL alumni for more information  
☐ Explore IUHPFL website in depth  
☐ Join the IUHPFL Facebook fan page                                                      | **Aug-Sept 2016**         |
| Registration                                 | **Deadline Extended**  
☐ Register on IUHPFL website  
☐ Pay Registration Fee via IUHPFL website                                                                                                     | **9.15 to 11.23.2016**    |
| Personal Application                         | ☐ Look for “invitation to apply” email  
☐ Start online application  
☐ Start passport application if necessary  
☐ Complete your writing sample (administered by your foreign language teacher)  
☐ Confirm that appraisals have been submitted  
☐ Confirm that transcript has been submitted  
☐ Submit application                                                                                                                          | **Starting in Sept**      |
| Selection of Participants                    | ☐ Watch for IUHPFL e-mail of decision for either:  
☐ Preliminary Acceptance into the program  
☐ Placed on Waitlist  
☐ Regretfully Declined                                                                                                                       | **Jan-Mar 2017**          |
| Fundraising                                  | ☐ Start fundraising activities  
☐ Explore scholarship opportunities                                                                                                             | **Jan-Apr 2017**          |
| Interviews                                   | ☐ Attend interview if invited                                                                                                                                                                       | **February 2017**         |
| Financial Aid                                | ☐ Submit online financial aid application to IUHPFL  
☐ Watch for IUHPFL e-mail announcement of decision                                                                                         | **By 02.01.2017**         |
| Financial Aid                                |                                                                                                                                                                                                     | **02.08.2017**            |
| Payments—Phase I                             | ☐ Pay $500 non-refundable program fees deposit  
*(Check payable to Indiana University)*                                                                                                       | **Feb-Mar 2017**          |
<p>| Students Preliminarily Accepted              |                                                                                                                                                                                                     | <strong>02.15.2017</strong>            |
| Indiana University—Accounts Receivable       |                                                                                                                                                                                                     |                           |
| Dept. 78896                                  | <strong><a href="http://WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP">WWW.FMS.INDIANA.EDU/IUPAY/PAY_INVOICE.ASP</a></strong>                                                                                                                                                       |                           |
| P.O. Box 78000                               |                                                                                                                                                                                                     |                           |
| Detroit, Michigan 48278-0896                  |                                                                                                                                                                                                     |                           |
| Or pay online at:                            |                                                                roc                                                                                                                                       |                           |
| Travel Leaders                               | ☐ Send $500 non-refundable airfare deposit to <strong>Travel Leaders (Check payable to Travel Leaders)</strong>                                                                                                 | <strong>03.01.2017</strong>            |
| Travel Leaders                               |                                                                roc                                                                                                                                       |                           |
| 814 S. Walnut St.                            |                                                                                                                                                                                                     |                           |
| Bloomington, IN 47401                        |                                                                                                                                                                                                     |                           |</p>
<table>
<thead>
<tr>
<th>Activity</th>
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<th>Due Date</th>
</tr>
</thead>
</table>
| **Acceptance Materials** | ☐ Submit acceptance materials online:  
  ☐ Agreement & Release  
  ☐ Payment Schedule & Terms Agreement  
  ☐ Travel Agreement  
  ☐ Submit acceptance materials online:  
  ☐ Host Family Placement Form  
  ☐ Personal Questionnaire  
  ☐ Letter to Host Family with photo  
  ☐ Orientation RSVP  
  ☐ Submit acceptance materials **online:**  
  ☐ Abbreviated Medical Card  
  ☐ Submit acceptance materials **via mail:**  
  ☐ Statement of Medical History  
  ☐ Copy of Passport/Green card  
  ☐ China or Mexico Permission to Travel | **Feb-Apr 2017**  
  02.01.2017  
  03.01.2017  
  04.01.2017 |
| **Payments—Phase II** | ☐ Pay $1,000.00 toward IUHPFL Program Fees to IU Accounts Receivable (Check payable to Indiana University or pay online with credit card) | 03.15.2017 |
| **Family Check-In** | ☐ Students and guardians are encouraged to sit down together to look over the IUHPFL General Student Handbook and orientation materials. They should also double check that they are on track with payment and acceptance materials deadlines. Email questions or concerns to the Office (iuhpfl@iu.edu) | **Before Student/Guardian Orientation** |
| **Orientation**  
  Indiana Memorial Union on IU Bloomington Campus | ☐ Attend **mandatory** all-day Student-Guardian Orientation in Bloomington, Indiana  
  **(student and only one guardian)**  
  |  
  | |  
  | Sunday, 04.09.2017 | Chile, Mexico, Spain |
  | Sunday, 04.23.2017 | Austria, China, France, Japan |
  | ☐ Review General IUHPFL Student Handbook  
  ☐ Review Student-Guardian Orientation materials | **By Orientation** |
| **Payments—Phase III** | ☐ Send remaining airfare fees to Travel Leaders (**check payable to Travel Leaders**)  
  ☐ Pay $1,500.00 toward IUHPFL program fees to IU Accounts Receivable (Check payable to Indiana University or pay online with credit card) | 04.01.2017  
  04.15.2017 |
| **Payments—Phase IV**  
  Final Payment | ☐ Pay remaining IUHPFL program fees to IU Accounts Receivable (Check payable to Indiana University or pay online with credit card) | 05.15.2017 |
## 2016-2017 IUHPFL Student Checklist - Page 3

### Preparation for Abroad
- Review entire Student Handbook and Honor Code
- Strategize packing list according to Student Handbook
- Students join program site Facebook group
- Guardians follow program site parent blog

**Due Date:** By mid-May

### Host Family Placement
- Watch for IUHPFL email about assigned host family
- Contact host family via e-mail, text, letter or phone

**Due Date:** May 2017

### IUHPFL Experience

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>Departure</th>
<th>Return</th>
<th>Program Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>Graz</td>
<td>06.05.2017</td>
<td>07.14.2017</td>
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</tr>
<tr>
<td>Chile</td>
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<td>$4500</td>
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<td>China</td>
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<td>06.08.2017</td>
<td>07.13.2017</td>
<td>$4500</td>
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<td>07.20.2017</td>
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<td>St. Brieuc</td>
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<td></td>
<td>Léon</td>
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<td>$4700</td>
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<tr>
<td></td>
<td>Oviedo</td>
<td>06.09.2017</td>
<td>07.21.2017</td>
<td>$4700</td>
</tr>
</tbody>
</table>

*Program Fees do not include airfare fees

**Due Date:** Jun-Jul 2017

### Post IUHPFL Program
- Fill out Mandatory Student Exit Survey
- Participate in IUHPFL Photo and Video Contests
- Join IUHPFL Alumni on Facebook
- Watch for post program packet in mail
- Contact IUHPFL about becoming a presentation speaker

**Due Date:** Aug-Sept 2017

### IUHPFL Support
- Promote IUHPFL in your classroom/school and beyond
- Visit IU to learn about study abroad opportunities with Overseas Study

**Due Date:** Ongoing

### Program Fees Refund Schedule:
**Withdrawal before the program:**
- If a student withdraws from the program for any reason other than critical illness or emergency before departure, a refund of Program Fees will be calculated based on the following schedule:
  - Before March 1, all but the $500 non-refundable deposit is refundable
  - Before April 1, all but $1,000 is refundable
  - Before May 1, all but $2,000 is refundable
  - On or after May 1, program fees are 100% non-refundable (with rare exceptions)
- Withdrawal from the program is only considered effective on the date that written notification is received by IUHPFL.