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## MAJOR-SPECIFIC STUDY & INTERN ABROAD PROGRAMS

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### PROGRAM EVALUATION VISITS

Ever wonder what your students are experiencing abroad? Each year KEI arranges low-cost site visits to our program locations so that study abroad advisors and academic faculty gain a better understanding and familiarity of our programs. Participants have the opportunity to explore the host city and culture, tour the campus, observe classes, become acquainted with KEI On-Site Staff, professors and administrators, visit housing facilities and speak with current participants.

Participating in a KEI site visit will enable you to offer advice based on first-hand experience. You will be better equipped to decide which students will benefit from the program, and which options (courses, internships, etc.) are best suited for each student.

#### Upcoming Site Visit

The following site visits are being planned for the 2009/10 academic year. The dates for each site visit will be available in August 2007.

- **AFRICA:**                    **Nairobi, Kenya, Dar es Salaam, Tanzania & Pretoria, South Africa**
- **ASIA:**                      **Bangkok, Thailand & Pune, India**
- **EURASIA:**                **Moscow & Puschino, Russia & Beijing, China**
- **EUROPE I:**                **Brussels/Antwerp, Belgium; Paris, France & Leysin, Switzerland**
- **EUROPE II:**              **Dublin, Ireland; & Milan, Italy**

#### Sample Itinerary

All site visits are led by a KEI representative from the New York office who has extensive knowledge of the host location and program. Most site visits include two program locations. Below is a sample itinerary for a typical site visit. Please keep in mind that individual site visits are adapted to reflect the unique characteristics of the host location.

SATURDAY	Departure USA
SUNDAY	Arrival at the first destination, check in City tour led by KEI On-Site Staff Welcome reception/dinner
MONDAY	Tour of campus, academic facilities, and housing Attend a class Lunch with KEI students Meeting with faculty and administrators at the host institution
TUESDAY	Excursions Free evening
WEDNESDAY	Travel to next program location City tour led by KEI On-Site Staff, time permitting
THURSDAY	Tour of campus, academic facilities, and housing Attend a class Lunch with KEI students Meeting with faculty and administrators at the host institution
FRIDAY	Excursions Free evening
SATURDAY	Return to U.S.

### Site Visit Costs

KEI leverages its contacts in the host region to keep costs to a minimum. A budget for each visit is available upon request. Please contact Eduard Mandell, President & Principal Director, for budget outlines. Participants should budget for the following:

- International airfare
- Visa, if required by the host country
- Housing (double occupancy, unless otherwise requested)
- Non-group meals
- Personal expenses

KEI Affiliate institutions are eligible for travel grants under certain conditions, and/or can apply KEI contributions towards site visit costs. Please visit the KEI website or request a KEI Affiliate Program Guide for more information about our Affiliate Program benefits.

### Registration

Registration is open to study abroad administrators, advisors and academic faculty from colleges, universities and secondary schools in the United States and Canada.

KEI has an Academic Relations staff dedicated to working with study abroad administrators and faculty. If you are interested in participating, please contact our New York City office for a registration form, itinerary and pricing.

Tele: 1 (212) 931-9953

Toll-Free: 1 (800) 831-5095

Email: [Eduard@keiabroad.org](mailto:Eduard@keiabroad.org)

The following registration items must be received by KEI not later than January 20. Groups will be limited to 15 participants. We strongly suggest that you submit your registration prior to the deadline. Please notify Eduard Mandell if you are planning to register for one or multiple site visits.

- \_\_\_ Completed registration form
- \_\_\_ Clear photocopy of your passport (page with personal data and picture)
- \_\_\_ 2 passport-sized Photos
- \_\_\_ Personal Statement (*explaining in detail what you hope to gain from the site visit.*)
- \_\_\_ Refundable Registration Deposit of \$150 US per site visit
  - *This deposit will be refunded at the end of the site visit.*
  - *Deductions may be made for damages and unforeseen personal expenses.*
  - *The deposit is NOT-refundable if you decide to withdraw from the site visit after the registration deadline or if the site visit is cancelled due to circumstances outside of KEI's control. The money will be used to cover cancellation costs for hotels, travel, etc.*
  - *Please make checks payable to the Knowledge Exchange Institute.*

### Mailing Address

Site Visit Registration  
Knowledge Exchange Institute  
111 John Street, Suite 800  
New York, NY 10038



## **AGREEMENT AND RELEASE**

KEI site visit participants are asked to agree to the following terms and conditions, which will serve as a binding Agreement between the Participant and KEI, Inc. (Knowledge Exchange Institute), named further "KEI".

1. I acknowledge that I have read and accept the terms and conditions set forth in the official KEI literature, which is incorporated in this Agreement. Official literature includes this Agreement and Release, KEI Site Visit Registration, KEI Site Visit Documents and written communication between KEI and me. In the event of conflict between this Agreement and KEI literature, the terms of this Agreement will control. This Agreement is a legally binding contract.
2. I understand that I will be traveling in a foreign country, with different customs, standards, laws, and risks than I am accustomed to in my home country, and it is my sole responsibility to educate myself about these risks and travel warnings and announcements, and to comply with all local laws and customs. I understand and acknowledge that I may become sick or injured while participating in the site visit; I may be arrested and imprisoned if I do not conform to local laws; I may be a victim of crime in the foreign country; and I may not agree with local customs and standards. I accept these and other risks involved in travel in, to and among foreign countries, and I will not hold KEI responsible and liable for any such problems I encounter while participating in the KEI site visit.
3. I unconditionally release KEI from any claims for damage, injury, loss or expense of any nature resulting from events beyond its control, including (without limitation) acts of God, war, strikes, crime, terrorism, sickness or quarantine, government restrictions or regulation. The Agreement also applies to any losses arising from the use of any vehicle or from the selection of, or any act or mission by, any host family, bus or car rental agency, ship, airline, railroad, taxi or tour service, hotel service, restaurant, school, university or other firm, agency, company or individual, unless the loss is caused by the gross negligence of KEI.
4. I understand that I am responsible for exercising caution and common sense at all times to avoid injuries, and that KEI cannot provide supervision and support at all times during the site visit, including but not limited to periods of independent travel.
5. I understand that KEI provides limited health, accident and travel insurance. I acknowledge that it is my responsibility to understand the limitations of this coverage and agree that KEI is not responsible for any uninsured treatment. I also acknowledge that it is my responsibility to make arrangements for medical care and treatment, and to make all insurance claims directly to the insurance company.
6. I agree that if I become ill or incapacitated, KEI may take such actions (at my personal expense) as it considers necessary under the circumstances, including medical treatment for me and transporting me to my home country. I release KEI from any liability relating to this medical care. I also authorize KEI to take whatever action it deems to be necessary and in my best interest in the event of political unrest or any other unforeseen event or condition. If KEI incurs any expense, I agree to make immediate repayment.
7. I understand that KEI may release my personal records to my family and other individuals with a legitimate interest in my well being. I release KEI from any liability resulting from the release of my personal records.
8. I understand that it is my sole responsibility to obtain a passport and any other travel documents, including but not limited to, visa and extensions on entry visas and documents for exit visas. I also understand that it is my responsibility to arrive at the host country on the specified arrival date for the KEI site visit and to depart not later than the expiration date of my entry visa or laws dictating the legitimacy of my stay in the host country.
9. I understand that future KEI publicity material may include statements made by participants and their photographs. I grant to KEI a non-exclusive worldwide, non-transferable, royalty-free, irrevocable license to use, copy, display and distribute my name, photograph, likeness, and any statements made by me about a program in KEI's literature, website, marketing, advertising and printed materials. I agree that KEI may distribute my name to academic and study abroad staff in the USA interested in gaining further information about KEI programs abroad.
10. This Agreement shall be governed by the laws of the State of New York. I hereby consent, accept and agree that any disputes, conflicts and disagreements arising out of or related to this Agreement shall be subject to the

jurisdiction of the civil court of the City of New York. I agree that all costs incurred by KEI in association with any legal action regarding this Agreement are to be paid by me. This includes, but not limited to, reasonable attorney fees, court costs and process server fees.

- 11. This Agreement will be effective when my Registration is accepted by KEI and cannot be modified except in writing by KEI.
- 12. References in this Agreement to "KEI" shall include KEI, Inc., and all of its agents, employees, affiliated companies, On-Site Coordinators, chaperones, group leaders, teachers, representatives, host institutions and school officials.

**SIGNATURES**

By signing below I certify that all the information in this Registration is complete and accurate. I understand and agree to the terms and conditions set forth in the Agreement and Release section of this Registration

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_(mm/dd/yy)