

IMPORTANT DETAILS NPJ YEAR 16

NEW PERSPECTIVES: JAPAN 2011–2012 A PROGRAM OF THE LAURASIAN INSTITUTION

1. PROGRAM DATES:

STUDY TOUR

Three summer study tours are scheduled for 2012. Tentative dates are:

Tour 1: June 8–22 (Start in Kyoto and depart out of Tokyo)

Tour 2: June 14–28 (Priority given to schools whose sister cities or sister schools have agreed to host at this time)

Tour 3: July 6–20 (Some schools may be on a special end of school schedule during this time)

APPLICATIONS

Groups must submit signed and completed NPJ applications by one of two postmarked deadlines:

Early Decision, **Monday, November 21, 2011**: Participants must include a check for down payment, \$250. These groups may have an advantage when applying for scholarships.

Regular Decision, **Monday, January 9, 2012**: Participants must include check for down payment and first installment, for a total of \$1,186.25.

2. PROGRAM ENROLLMENT:

STUDENTS:

The 2011–12 program fee for students in the NPJ program is \$3,995. One down payment of \$250 per participant is required. The student's full name should be written on the check. **Make checks payable to: The Laurasian Institution.**

After submitting the down payment, the balance of the program fee is payable in four equal installments. Student balances for the NPJ program that are paid in full by January 15 may be reduced by \$50.

INSTALLMENT DUE DATES: First installment for groups applying by November 21, 2011 is due on the 15th of January. (The first installment for groups applying by January 9, 2012 is submitted with the application.) Remaining installments for all participants are due on the 15th of February, March, and April. If the 15th lands on a Sunday, payment is due on the following Monday. The student's full name should be written on every check. **These checks should be provided to the teacher well before these deadline dates. The teacher will mail all checks as a group to The Laurasian Institution.**

Returned Checks: A \$35.00 processing fee will be assessed to each returned check. If the check is returned to The Laurasian Institution a second time, remaining balances must be paid by cashiers check or money order. Any payments postmarked after April 15, 2012 must be made by cashiers check or money order.

The Laurasian Institution will include a participant confirmation form in its initial welcome package which will acknowledge receipt of each participant's down payment. Final travel documents and airline information will be mailed and distributed only when participants have submitted all required documents and paid in full. Due to increased scrutiny of passport application and requirements for passport copies to airlines by the Department of Homeland Security, **participants must apply for passports as soon as acceptance to NPJ is announced.**

TEACHERS:

To be eligible for NPJ, teachers must ensure participation in the program by a minimum of seven students. The group leader (teacher) participates at no cost. When fourteen or more students participate, the program fee for a second, TLI-approved adult is also waived. If the number of students drops below the required ratio of 7 students to 1 teacher/adult chaperone, the teacher/adult chaperone's participant fee will be \$570 for each student below the necessary seven. Teachers should make students aware of this policy especially if teachers would like students to cover the fees should this situation occur.

Note: In many cases, large groups with two adult teacher/chaperones will most likely be split into smaller groups and sent to separate cities not necessarily in the same vicinity for the host school/homestay portion of the study tour.

Teachers collect all student installment checks and all required paperwork and mail them together to The Laurasian Institution postmarked by the deadline dates.

3. WAITING LIST/LATE APPLICANTS:

If an applicant is put on the waiting list and later is denied participation in the program, the down payment and any other payments made to The Laurasian Institution will be refunded in full. A confirmation of participation in the NPJ program will be notified to participants by December 16, 2011 (for November 21 deadline) or January 20, 2012 (for January 9 deadline). Late applications are handled on an individual basis and are accommodated based on availability. Such applicants must submit all required documents and payments due to date in the same envelope with the NPJ application.

4. ADDITIONAL FEES AND CANCELLATION REFUND POLICIES

Since the operation of an international study tour requires extensive long-term planning, costs are incurred well before actual departure. Therefore, The Laurasian Institution observes the following policies:

- Any participant notifying The Laurasian Institution **in writing** that she or he is withdrawing from NP:J will be assessed a cancellation fee as listed in the accompanying chart. The remaining balance, minus any additional fees (NSF fees, late passport fee, for example), will be refunded.
- If a participant's check is returned to The Laurasian Institution due to NSF, a **\$35** fee will be added to the participant's balance.
- Teachers/adult chaperones of groups that fall below the required minimum ratio of seven students per teacher/adult chaperone will be assessed a fee of \$570/student below that ratio (e.g., 5 students = \$1,140 participation fee for the teacher/adult chaperone, etc).
- **Passport copies must be submitted to airlines in advance. NP:J needs to send the copies to our travel agent by the end of March 2012 or sooner based on travel agent's request. An administrative late fee of \$50 will be assessed to those individuals whose passport copies are sent to NP:J after the March 15, 2012 postmark deadline.**
- Teacher/chaperones requesting a Japanese volunteer to accompany their groups during portions of the NP:J tour will be charged \$250-500/volunteer depending on whether the volunteer is requested to be an escort for the Tokyo/Kyoto Study Days, and/or to the host community from Tokyo, and/or from the host community to Kyoto (for the volunteer's transportation, meals, admission fees, etc.).
- Participants who wish to arrive earlier or depart later than their scheduled NP:J tour may make arrangements with our travel agent (additional cost applies). **Participants who wish to travel to other countries after the end of their scheduled NP:J tour are responsible for their own travel arrangements and all cost and/or fees involved.**
- If a student does not have any payments in his or her account by February 28, the participant will be subject to a case by case review.
- In the unlikely event that The Laurasian Institution cancels the NP:J program, all payments will be fully refunded.
- *If the participant withdraws from NP:J after the flight tickets have been purchased, the cancellation fee is either the airline ticket cancellation fee or the Laurasian cancellation fee, whichever is higher.

Cancel by:	Cancellation Fee:
January 25, 2012	\$0.00
February 12, 2012	\$150.00
March 12, 2012	\$250.00
*April 12, 2012	\$500.00
*May 12, 2012	\$1,000.00
*Day of Departure	\$2,250.00
*Flight tickets purchased before withdrawal date	

5. PROGRAM FEE INCLUDES:

- Roundtrip air transportation to and from Japan. Participants depart from designated commercial airports and arrive at Narita International Airport in Tokyo or Kansai International Airport in Osaka. Return flights depart from either Narita or Kansai International Airports and return to the original designated airport.
- Surface travel to and from the international airports and accommodations in Japan.
- Centrally located accommodations in Tokyo and Kyoto. Breakfast and a total meal stipend of 9,000 yen for dinner meal money are provided during the Study Days in Tokyo and Kyoto. Lunches are not provided.
- All train and bus travel expenses as per tour itinerary.
- All entrance fees to special attractions as per tour itinerary.
- Orientation materials for use before departure.
- A special presentation in Japan chosen by the group.
- Comprehensive sightseeing in the Tokyo and Kyoto regions.
- Cultural exploration activities while in Japan which are related to selected study themes.
- A homestay experience with a Japanese family. (Please note: The nature of Japanese families, as in the U.S., is increasingly diverse and does not necessarily reflect the stereotypical two parent, two child, one grandparent composition. In principle, students will be placed one student per host family. In some situations, however, the host school may find it necessary to arrange for double placements.)
- Visits to a Japanese school (some schools may be on a special summer schedule during this time).
- Follow-on activities designed to help reflect on the experience and articulate new perspectives of Japan.

6. PROGRAM FEE DOES NOT INCLUDE:

- Surface travel expenses to and from the commercial airport designated by The Laurasian Institution.
- Insurance coverage during the NP:J program. Participants are responsible for their own insurance including, but not limited to, health, travel, life insurance. Participants should check that their health insurance plan covers accidents and illnesses abroad. A variety of travel insurance policies—covering everything from lost baggage to emergency medical evacuation—can be purchased independently. All participants are required to show proof of health insurance coverage abroad for the duration of the NP:J tour.
- Certain food costs including all lunch, snack, and drink costs during the study tour. During homestays, breakfasts and dinners are provided. However, participants are expected to pay for any meals eaten outside of the host families' homes.
- Transportation and miscellaneous expenses during free or private time during the school visit/homestay are each participant's responsibility.
- All personal expenses, such long distance phone calls at the host site, postage to mail packages back to the U.S., are each participant's responsibility.
- Access to personal email accounts or the internet in Tokyo or Kyoto. Students may use internet cafes at their own expense.
- Personal purchases (gifts, souvenirs, etc). Expenses will vary depending on the spending habits and budget of each participant.

Note: *With the exception of personal purchases, participants will need approximately \$35 per day to cover the expenses noted above. Credit cards can be used to purchase items at department stores; cash is the only accepted method of payment at most small and medium-sized shops. The use of credit or debit cards to withdraw funds in Japanese yen is convenient in Tokyo, but will be time-consuming and inconvenient in other cities where it is best to use traveler's checks or U.S. dollars to purchase Japanese yen.*

7. SPECIAL REQUESTS

It is not possible for NP:J to honor special requests such as single hotel rooms or dietary needs. NP:J participants will adhere to rooming assignments made by NP:J and are encouraged to experience Japanese culture and cuisine during the study tour.

8. ROLE OF THE TEACHER:

The teacher is the liaison between The Laurasian Institution and individual student participants. Communication and correspondence to student participants will be distributed through the teacher. Likewise, it is the teacher's responsibility to represent her or his school group during each of the three phases of NP:J. Specific teacher responsibilities also include coordinating all predeparture preparation and learning, preparing students to understand social customs of Japan and Japanese host families, serving as teacher/chaperone to her or his own students throughout the entire two weeks in Japan, and coordinating post-Japan follow-on learning and evaluation.

9. ROLE OF THE STUDENT:

NP:J is a cultural *study* program. Students should expect to spend a lot of time before, during, and after the tour on study-related activities. This includes preparing for the trip, completing worksheets and evaluations, attending meetings, and participating in discussions as scheduled.

All students are expected to participate in all activities during NP:J, including those arranged by their host schools and families. Students are also expected to behave according to directions given by The Laurasian Institution staff, their teachers, and the faculty and administration of the host schools. Students are expected to show consideration to other participants. Specifically, students are expected to observe the rules listed on the following page.

10. ROLE OF THE LAURASIAN INSTITUTION (TLI):

TLI and its agents are responsible for making all program arrangements, including international flights, accommodations, and other Japan arrangements. The study tour portion of NP:J begins with the departure of the Japan-bound flight and ends upon completion of the return flight home. TLI cannot be responsible for events beyond its control, such as (without limitation) acts of God, war, weather, strikes or government restrictions, currency fluctuations, nor in the absence of its own negligence, for personal injury or property damages caused by persons not controlled by TLI such as (without limitations) airlines, bus companies, railways, hotels, and all its suppliers. No responsibility is incurred by TLI for loss of passport, airline tickets or other travel documents, or damage/loss to baggage or personal belongings (at any time). TLI is not responsible for flight delays, missed flights, long layovers, or any expenses related to such delays which are beyond TLI's control.

Special events occurring in either Japan or at home may influence the regular operation of NP:J (championship games, religious celebrations, political events, music festivals, etc.). On these occasions, air service, accommodations, and other services may be limited or extremely expensive. The Laurasian Institution reserves the right to find alternate accommodations and services.

NP:J RULES

- Students must follow the instructions of their group's leader, and the school group must travel together. Students must always be accompanied by their teacher(s) unless given permission by said teacher(s).
- All Japanese laws must be obeyed while in Japan.
- All participants must follow the instructions of the staff of The Laurasian Institution during NP:J. Since each school group will be traveling according to its own itinerary, it is necessary that the group leader check in with the staff of The Laurasian Institution at the beginning of each Study Day.
- All participants must take part in activities that are scheduled for the whole NP:J group, including activities and classes provided by the host school and families. No private itineraries outside the approved schedule are allowed during the study tour.
- NP:J is first and foremost an educational experience and, as such, only students, teachers, and TLI-approved chaperones are allowed to participate. Non-participant relatives and friends of students are not allowed to accompany or "shadow" the NP:J group.
- Participants must be punctual for all activities.
- While in Japan, participants serve as cultural ambassadors. Therefore, behave with courtesy in all public locations, including places of lodging, and wear clothing that is modest and neat. Respectful conduct is especially important at temples and shrines, memorials, and places of quiet contemplation.
- Participants may choose to bring personal stereos for the plane ride to and from Japan. However, once you deplane, these items should be packed away for the duration of the study tour. *Visiting a new country is an experience in observing, listening, being aware, and being sensitive to everything around you. Personal stereos and other such gear isolate participants from their surroundings and hinder the purpose of this program.* If personal stereos prove to be a distraction while in Japan, they will be confiscated for the duration and returned to the student at the end of the NP:J tour.
- Likewise, use of skateboards, scooters, roller blades, etc. by NP:J participants is prohibited at all times.
- Foul, demeaning, and rude language and behavior is not acceptable. Be more polite than you might ordinarily be and take more time to listen.
- NP:J participants must abide by and adhere to the Japanese host school's rules.

Most Japanese schools require that students, including visitors, remove jewelry, hats, baseball caps, and make-up when in the school. Chewing gum in the school is also not permitted. Dyed hair (unnatural colors such as green, pink, purple, etc.), tattoos and body piercings are not viewed favorably by Japanese schools. Students with tongue or facial piercings should be prepared to remove such jewelry while on school premises. Tattoos need to be covered especially while during the homestay/host school portion. NP:J participants should observe these rules to show respect for Japanese cultural norms.

The behavior of the student is the responsibility of each individual. When disciplinary action is required, it is the responsibility of the student's teacher to give the appropriate directions. If a student does not exhibit suitable behavior, or does not follow the directions of her/his school representatives or of The Laurasian Institution staff members, the student will be sent home immediately at her/his expense.

THE LAURASIAN INSTITUTION CONTACT INFORMATION:

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