



Grade 7-8 Spanish Immersion Trip to Costa Rica

June 18-29, 2015

with INNOVATIVE IMMERSION TOURS

www.iitours.com



Registration Information

STEP ONE: Fill out registration form

Turn in to Señora Haggquist, Señor Higgins, or the front office

STEP TWO: Turn in deposit

Your \$1000 deposit is due at time of registration and no later than November 14, 2014. \$500 of this deposit is non-refundable. If the trip is cancelled, the entire deposit will be refunded. Please make checks payable to Innovative Immersion Tours.

STEP THREE: Get a passport and make two color copies

You must have a valid passport to go to Costa Rica. If you do not have one, you should apply as soon as you register. You can visit your local post office for the forms. NOTE: If your child's passport expires within six months of departure date, he/she will not be allowed on the plane. This means that the passport must be valid beyond December 18, 2015 in order to travel with us.

Keep your passport with you until the day of departure. Turn in two color copies of the passport to Señora Haggquist or Señor Higgins at the final trip meeting in May. For more information on passports, visit: travel.state.gov/content/passports/english.html

STEP FOUR: Complete and notarize the affidavit of permission to travel

Students under 18 are required to have a written, notarized affidavit of permission to travel from BOTH parents or the parent who has full LEGAL custody. See sample affidavit form or visit the Costa Rica Trip webpage (below). Non-U.S. citizens may be required to obtain further documents for travel to another country. Please make us aware of your citizenship status so that we can help you with all of the necessary arrangements. Be aware that we cannot be responsible in the event that you are not able to obtain the necessary documents.

Liz Creecy in Stevenson's business office at the Pebble Beach Campus is a notary public and can notarize your trip documents free of charge. Please contact her to set up an appointment at lcreecy@stevensonschool.org or 831-625-8209.

☐ STEP FIVE: Decide on medical coverage and additional trip cancellation insurance.

Innovative Immersion purchases insurance through Access America/Allianz Global. The trip includes the Access America Classic Comprehensive policy. If you are interested in purchasing additional insurance, please let us know your insurance details.

If you have a pre-existing condition, you MUST indicate this on your registration form. If a new condition should arise, you MUST notify us immediately prior to the trip's departure.

Our trip cancellation coverage of \$500 does not cover all reasons for cancellation. Please see the Access America Classic Comprehensive policy for a complete list of cancellation reasons.

☐ STEP SIX: Read, sign if needed, and submit the following paperwork

- Copy of medical insurance card or insurance policy purchased
- Stevenson liability and personal injury form

☐ STEP SEVEN: Make final payment – due May 1, 2015.

Submit check for final payment to Stevenson teacher chaperones or front office.
Please make check payable to Innovative Immersion Tours.

☐ STEP EIGHT: Attend Pre-Trip Meeting in May – date TBD

☐ STEP NINE: Drop your eager child off at the airport 2 hours before departure!!

Please contact Kathryn Haggquist or Brooke Higgins with questions:

khaggquist@stevensonschool.org

work: 831-574-4600 x1113

cell: 831-521-4280

bhiggins@stevensonschool.org

work: 831-574-4600

cell: 530-305-0064

<http://stevensoncarmelspanish.weebly.com/el-viaje-a-costa-rica.html>