



**Terms, Conditions & Responsibilities  
Spanish Language and Cultural Immersion Program  
Cartagena, Colombia. June 23 - July 6, 2019**

**Travel Documentation  
Passports & Visas**

Here are the **passport requirements for US Citizens** traveling outside the United States. The source of these rules is the US Department of State. (Refer to US Department of State Travel Documentation Requirements below.)



**Apply for a US Passport as soon as possible** (at least two months in advance) For details, click on the U.S. Department of State's Passport Application:

[https://travel.state.gov/content/travel/en/passports.html/passport\\_1738.html](https://travel.state.gov/content/travel/en/passports.html/passport_1738.html)

**Basic Visa Requirements for Colombia**

All US citizens must have a US passport book valid at their time of entry into Colombia with one blank page for a visa stamp. No tourist visa applications are required to be submitted for stays shorter than 90 days, but all visitors may be required to present vaccination records for yellow fever if they passed through Brazil prior to their stay in Colombia. All 90-day visas on arrival may be extended another 90 days once in Colombia. As always, proof of ongoing travel is required.

Those who have dual nationality in the U.S. and Colombia, will need to use their Colombian passport to enter Colombia and their U.S. passport to re-enter the United States. Colombian authorities consider any person born in Colombia to be a Colombian citizen, even if never having been documented this way.

**If your passport is lost or stolen**, report it immediately to the local police and to the nearest U.S. Consulate. **A consulate can issue a replacement**, often within 24 hours. Be sure to have photos of your passport with you. For details click on the U.S. Department of State's Passport – Lost or Stolen: <https://travel.state.gov/content/travel/en/passports/after/lost-stolen.html>

**Better yet scan your passport**, credit cards, plane tickets, rail pass, driver's license and other important documents into a Word file. Give it a password that you can't forget and **email them to yourself**; that way you can get a copy of your documents anywhere in the world at a moment's notice.

**Responsibilities**

**Travel**

Airfare is included with your program fees. It is the responsibility of the international student volunteer to carry the necessary documents for traveling to Cartagena (especially those that have been highlighted in this document).

**Insurance**

Travel insurance is the responsibility of the international student volunteer. Please research and purchase the necessary travel insurance for your trip. Travel insurance is mandatory. The



international student volunteer will be responsible of evaluating and determining the type, extent, and levels of any insurance coverage he needs or desires for his learning-service trip.

### **Payment of Deposit/Program Fee**

The International student volunteer will need to enter to fill out and sign the application form that will be available within [www.fundesicar.org/spanish-language-and-cultural-immersion-program](http://www.fundesicar.org/spanish-language-and-cultural-immersion-program) (you must handle the original signed application form to the Spanish Honor Society advisors).

**The application process will be completed, once the payment of the deposit has been performed throughout payment platform of Fundesicar, using the link and code provided by the Spanish Honor Society advisors.**

**The deposit** amount is \$500 USA due on April 10<sup>th</sup>. **The balance** amount is \$1,475 due on April 23<sup>rd</sup> to guarantee a special price. Program fees does not include transportation from Naples to Fort Lauderdale/Fort Lauderdale to Naples.

### **Refund Policy**

To receive a refund, please contact the advisors of the Spanish Honor Society by phone or via email asking to withdraw from your volunteer trip. **Please be aware that the \$500.00 deposit is non-refundable because this deposit is the initial money given to the airlines to guarantee the special prices.**

### **Airport Pickup / Return**

Parents will be responsible for taking the student volunteer to Fort Lauderdale Airport on the day of departure, and parents will do the same for the student volunteer on the day of arrival.

### **On-Tour Supervision**

There will be a teacher-counselor from Palmetto Ridge High School for each 5 students. An important role of the teacher-counselor is the chaperoning and supervising of the international student volunteers while on the trip assuring that each participant sets a good example by conforming to the appropriate rules of behavior. Safety is our Number One priority. Orientation, volunteer assignments, and security precautions are managed by our staff. Our country manager and/or team leader guides your international student volunteer group every day.

### **Drugs & Alcohol**

The use, possession or distribution of alcoholic beverages, illicit drugs, or other controlled substances (including misuse of prescribed medications or use of any substance with the intent of becoming impaired/intoxicated) is prohibited and violates the program rules and standard of conduct. ***\*Volunteers are required to abide by the program rules.***

### **For additional information**

#### **Spanish Honor Society Advisors**

Bobbie Peters: (239) 377 2489

Claudia Páez: (239) 377 2490