

# Orange Coast College Kyoto Art and Architecture Summer 2025



Customized Faculty-Led Proposal





## The American Institute for Foreign Study

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@AIFSCustomized



@AIFSAbroad

### **YOUR PROPOSAL HAS BEEN PREPARED BY Jessica Lees, Deputy Program Manager**

Jessica Lees is your primary contact, collaborating with you on the overall design of the program/itinerary, and using their knowledge of Kyoto, can suggest what you might include to complement the teaching schedule and help you meet your academic goals and student learning outcomes. For any questions about this proposal, or any amendments you would like to make to the content please contact Jessica: [jlees@aifs.co.uk](mailto:jlees@aifs.co.uk).

Karena Cronin is the Director of Customized Faculty Led Programs based in our Stamford, CT office. She works with our US team to ensure the enrollment and application processes are smooth. If you are happy with this proposal then please sign and send a scanned copy to Karena. She will match you with your US-based Program Advisor or Manager who can coordinate marketing materials if needed, be your point of contact for application and enrollment questions as it is determined how students will enroll into the AIFS system, work through billing scenarios, and talk you through the AIFS student and advisor portals. She can be reached at: [kcronin@aifs.com](mailto:kcronin@aifs.com)

Prior to the start of the program Jessica will introduce you to our on-site staff. They will send you and your students essential pre-departure materials and will be your key contacts during the program, making sure both students and faculty get the most out of the experience and what Kyoto has to offer.

**Orange Coast College**  
**Art and Landscape History, Kyoto Summer 2025**  
**AIFS Customized, Faculty-led Program Proposal**

**Depart U.S.:** Monday, June 2, 2025  
**Arrive Kyoto:** Tuesday, June 3, 2025  
**Depart Kyoto:** Friday, July 4, 2025

|                                  |             |
|----------------------------------|-------------|
| Student Fee based on enrollment: |             |
| 25+                              |             |
| \$6,195                          | Two Faculty |

Should Orange Coast College wish to run this program with an enrollment below 25 paying student participants, it would be necessary either to add a supplement to the fee above or to remove some components from the program. AIFS would discuss these options with Orange Coast College.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned check fee on each check returned by the bank for insufficient funds.

**PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:**

**Pre-departure Support Services**

- Promotional materials including custom-designed digital color flyers.
- Customized admissions and application process available including on-line registration and submission of required participant materials.
- Pre-departure information services and a toll-free contact number in the U.S.
- Pre-departure orientation materials including access to the customized program portal and on-line materials.
- Final digital pre-departure packet sent 1-2 weeks prior to the start of the program.

**Health and Safety Support**

- On-site orientation with local staff to provide advice and guidance on general and culturally relevant topics such as safety, incident response procedures and contact information for local emergency services (police, ambulance, fire service, hospitals, U.S. Embassy, etc.)
- 24/7 AIFS emergency service with both local number to reach on-site staff and toll-free number in the U.S.
- Student medical insurance policy, as outlined in the AIFS insurance brochure. Coverage includes \$100,000 accidental medical expense and \$25,000 accidental death payment plus 24-hour emergency care assistance during the program and repatriation in cases of verified emergency beyond the students' control.



- Each student on the program will be enrolled in the CISI insurance plan and global app. Students have access to the 'My CISI' website where they can locate their ID card, policy document, search for a doctor (if traveling away from the program site), access personal security information and a copy of the claim form. The CISI app also includes resources such as the location of U.S. Embassies and consulates around the world, individual country profiles, CDC vaccine advice and U.S. State Department advice.
- A check-in facility is also part of the CISI app allowing students to mark themselves as "safe" during an incident or requesting assistance should they need it while traveling independently.
- \$51,000,000 liability coverage with Orange Coast College named as additional insured for the duration of the program.

### **Accommodation, Meals and Travel Pass**

- Accommodation: twin or triple-bedded studio apartments in a centrally located apart-hotel within a 30 minutes' commute to the study center. Each studio is equipped with linen, a kitchenette, laundry facilities and Wi-Fi.
- Meals: self-catering facilities at student accommodation, a welcome dinner in Kyoto, a farewell dinner in Kyoto and breakfast in Koyasan.
- Travel pass: An integrated circuit (IC) smart card pre-loaded with ¥10,000, valid for travel on all JR trains and trams, subways and buses in the Kyoto metropolitan area. This is sufficient for all included program activities within Kyoto City, Arashiyama and Fushimi Inari. IC cards may also be used at a range of convenience stores, vending machines, shops, and restaurants, as well on select transit nationwide. Therefore, cards can be topped up with additional credit as needed at the discretion of the students. Any unused funds may be refunded, minus deposit, to students at the end of the program.

### **In-Country Student Support**

- An orientation program in Kyoto consisting of a meeting with experienced AIFS staff, covering topics such as general acclimation to Japan, safety and security issues, cultural differences, travel, money and cultural activities.
- A dedicated AIFS Tour Manager to ensure the smooth running of the program, providing information and advice to students, organizing excursions and supervising housing.
- 24-hour on-call service in Kyoto for the duration of the program.

### **Cultural Activities and Excursions**

- A walking tour of Gion District and Maruyama Park with the services of a professional, English-speaking guide.
- A walking tour of Higashiyama including entrance to Kiyomizudera temple with the services of a professional, English-speaking guide.
- Entrance to Kinkakuji, Ryoanji, Ginkakuji,
- A traditional Japanese cooking class.
- A half-day guided walk on the Philosopher's Path.
- An Ikebana workshop.
- A half-day excursion to Arashiyama including a visit to the bamboo forest and Tenryu-ji with the services of a professional, English-speaking guide.
- A half-day excursion to Fushimi-Inari with the services of a professional, English-speaking guide.
- A half-day excursion to Osaka by private bus including a guided tour of Osaka Castle.

- A half-day excursion to Himeji by public transportation including entrance with guided tour to Himeji Castle.
- A full day excursion to Nara by private bus including a guided walking tour, entrance to Todaji temple and Kasuga Shrine.
- An overnight excursion to Koyasan by public transport, including one nights' accommodation in temple style multi bedded Japanese bedding rooms, temple activities and dinner.

*Should any of the above visits be unavailable, they will be replaced with a suitable alternative, in liaison with the Orange Coast College faculty.*

### **Faculty Support**

- Round-trip flights between LAX (Los Angeles) and Kansai International Airport (KIX) on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse the Orange Coast College faculty member the optional student airfare fee once the program has departed the U.S.
- Accommodation in a centrally located, self-catered studio apartment in Kyoto and a single room at the temple style accommodation in Koyasan.
- Full participation on all activities and excursions scheduled on the itinerary, on the same basis as the students, including travel pass, group meals, transfers, entrances, sightseeing tours, etc.

*Faculty benefits are paid in full for an enrollment of 25 paying students or more, or pro rata for a lower enrollment.*

### **WHAT'S NOT INCLUDED?**

The student fee does not include the following items:

- × Round-trip airfare and in-country transfers for students– see **Optional Components** below
- × Passport or visa fees if applicable
- × Meals other than those listed
- × Personal expenses
- × Orange Coast College tuition or administrative fees
- × Textbooks
- × Additional fieldtrips and excursions to those listed
- × Medical insurance for faculty
- × Anything not specified

## OPTIONAL COMPONENTS

**Airfare Package** – a minimum of 10 participants is required for the group Airfare Package.

- Round-trip flights between LAX (Los Angeles) and Kansai International Airport (KIX) in economy/ standard class.
- Round-trip transfers in Japan between the airport and the student housing.
- AIFS staff meet-and-greet at the airport to assist on arrival and escort students to their housing.

|              |   |
|--------------|---|
| 10+ students |   |
| \$TBC        | Round-trip airfare, airport transfers & staff support |
| \$TBC        | Estimated Taxes, Fees & Fuel Fee (subject to change)  |
| \$TBC        | Estimated total (subject to change)                   |

*The airfare package will be available from August 2024.*

The airfare package is optional to student participants and offered on a space-available basis.

AIFS will reserve spaces at the above prices according to information on the student online enrollment form. Once airline tickets have been issued to students, they can only be changed directly with the issuing agent – agent and airline-imposed penalties apply.

AIFS cannot arrange airline tickets for students applying after Friday, March 7, 2025.

AIFS is financially committed to any confirmed airlines seats from Friday, February 21, 2025, and therefore an airfare review will take place prior to this date. AIFS requests that Orange Coast College provide an indication of how many students intend to purchase the transportation package listed above. However, should Orange Coast College decide not to offer this transportation package to their students, AIFS must be notified before Friday, February 21, 2025.

## PROGRAM APPLICATION PROCEDURE AND BILLING

We recommend the promotion of and initial receipt of deposits for this program as early as possible. The following dates apply to this program:

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| <b>Application/deposit deadline: Friday, March 7, 2025</b>  |
| Application approval and \$450 deposit payment(s) due.<br><br>AIFS will invoice Orange Coast College or bill student participants for the balance of fees.<br><br>Penalties apply to changed program bookings from this date.<br><br>AIFS can accept applications after this date on a space available basis. |
| <b>Final payment deadline: Friday, April 8, 2025</b>  |
| Confirmation of numbers and full payment due.<br><br>AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline.   |

AIFS offers an online application. Orange Coast College will be given the online application link that they can post on their own webpages or distribute to selected students. Once the students have started their application Orange Coast College will be able to view them on the AIFS coordinators portal and must accept or decline the application. If accepted AIFS will then email the student important documents, explain the next steps and send them access to the student portal.

There are also a variety of forms that needs to be completed for the application to be finalized. On the portal, each student will have a "Task List" and as they complete each step that item will be crossed off. Required items include, but are not limited to, passport copy, agreement and release form, digital photo, flight details (if not on an AIFS flight). AIFS program staff will also use the portal to post important program information such as insurance details, flight itineraries, pre-departure handbooks, program brochures, etc.

## OPTIONAL TRIP INTERRUPTION OR CANCELLATION INSURANCE

Orange Coast College students will have the option of purchasing additional trip cancellation or interruption insurance which allows them to protect their study abroad program. This policy includes options to cancel for any reason (CFAR) and interrupt for any reason (IFAR). Details of the Worldwide Trip Protector Plans with travel insurance underwritten by the United States Fire Insurance Company, rated A (Excellent) by A.M. Best 2019, are available on the Cultural Insurance Services International (CISI) website - [www.culturalinsurance.com](http://www.culturalinsurance.com). Students may purchase their plan directly through the CISI website.

## REFUND & WITHDRAWAL POLICY

If an individual student withdraws there will be a refund according to the following schedule:

|  |
|--|
| <b>Withdrawal on or before: Friday, March 7, 2025</b>  |
| All fees paid less a \$150 processing fee.   |
| <b>Withdrawal after Friday, March 7, 2025 but on or before Friday, April 8, 2025</b>   |
| All fees paid less the \$450 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf. |
| <b>Withdrawal after: Friday, April 8, 2025</b>   |
| No refund and the total program fee is due.  |
| <b>Withdrawal once the program has begun</b>   |
| No refund  |

Please note that any student who is academically withdrawn by their home institution after their application has been processed by AIFS is subject to the standard refund policy.

## CANCELLATION POLICY

Orange Coast College may cancel the program before **Friday, March 7, 2025** with no penalty. Should Orange Coast College cancel the program after **Friday, March 7, 2025** but before **Friday, April 8, 2025** AIFS will refund all fees paid except the \$450 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf. Should Orange Coast College cancel the program after the final payment deadline students will receive no refund except recoverable costs. \*\*

Should AIFS cancel the program prior to departure for reasons within its control, students will receive a full refund. Should AIFS cancel a program after **Friday, April 8, 2025** (including once the program has started) for reasons beyond its control including but not limited to Acts of God, government actions (including those restricting travel), pandemics, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, or any other event similar to those enumerated above (a "Force Majeure Event") students will receive no refund except for recoverable costs.\*\*

\*\*To secure appropriate facilities payment has to be made in advance for many program components such as housing, transportation, excursions, etc. In the event of cancellation after the program has begun AIFS will endeavor to obtain refunds from suppliers and pass any recovered costs on to the student





**SAMPLE ITINERARY FOR  
Orange Coast College  
Art and Architecture , Kyoto Summer 2025  
June 2-July 4, 2025**

*The following itinerary is just a suggestion as to the order of events and cannot be confirmed at this stage. After discussion with the faculty this can be rearranged.*

**Mon, June 2**

Optional group flight departs LAX.

**Tues, June 3**

Optional group arrives to KIX. Meet AIFS staff and transfer to accommodation.  
Balance of day free

**Wed, June 4**

AM Program Orientation with AIFS staff and OCC faculty  
PM Walking tour of Gion District and Maruyama Park  
Eve Group welcome meal

**Thurs, June 5**

Faculty led activities

**Fri, June 6**

Half day excursion to Arashiyama including bamboo forest and Tenryu-ji Temple

**Sat, June 7 – Sun, June 8**

Free day

**Mon, June 9**

Faculty led activities

**Tues, June 10**

Guided visits to Kinkakuji and Ryoan ji temples

**Wed, June 11**

Half day excursion to Fushimi Inari

**Thurs, June 12**

AM Visit to Ginkakuji  
Evening cooking class

**Fri, June 13**

Full day excursion to Nara by private bus including guided walking tour, entrance to Todaji Temple and Kasuga Shrine

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**Sat, June 14– Sun, June 15**

Free day

**Mon, June 16**

Faculty led activities

**Tues, June 17**

A guided walk on the Philosopher's Path and Ikebana workshop

**Wed, June 18**

AM Guided walking tour of Higashiyama and Kiyomizu dera temple

**Thurs, June 19**

A half day excursion to Osaka by private bus including a guided tour of Osaka Castle and Dontonbori street.

**Fri, June 20– Sun, June 22**

Free day

**Mon, June 23**

Faculty led activities

**Tues, June 24**

Overnight excursion to Koyasan by public transport.

Early morning, depart for Koyasan.

Today, visit Daimon Gate, Danjo Garden and Kondo. Daimon

In the evening, enjoy Shojin Ryori (Buddhist vegetarian cuisine) dinner at the accommodation.

**Wed, June 25**

Traditional breakfast at the temple. Participate in morning temple service. Visit Kongobuj Temple.

Explore Okunoin Cemetery, the largest in Japan, with its moss-covered statues and ancient cedars. Return to Kyoto late afternoon.

**Thurs, June 26**

Faculty led activities

**Fri, June 27– Sun June 29**

Free day

**Mon, June 30**

Faculty led activities

**Tues, July 1**

Full day excursion to Himeji to visit Himeji Castle with guided tour

**Wed, July 2**

Faculty led activities

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**Thurs, July 3**

Free day.

Eve Group farewell meal

**Fri, July 4**

Departure day. Optional group flight has transfer to KIX airport. Program ends.