

# Orange Coast College Art and Architecture Rome Summer 2026



Customized Faculty-Led Proposal





## The American Institute for Foreign Study

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@AIFSCustomized



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

Jessica Lees is your primary contact, collaborating with you on the overall design of the program/itinerary, and using their knowledge of Rome 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 Rome has to offer.

**Orange Coast College**  
**Art and Architecture, Rome, Summer 2026**  
**AIFS Customized, Faculty-led Program Proposal**

**Depart U.S.:** **Monday, June 8, 2026**  
**Arrive Rome:** **Tuesday, June 9, 2026**  
**Depart Rome:** **Thursday, July 9, 2026**

<b>Student Fee based on enrollment:</b>		
20-24	25+	
\$4,995	\$4,775	Two Faculty

Should Orange Coast College wish to run this program with an enrollment below 20 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**

- Orientation accommodation: all students will be housed in a central hotel or residence for the first night. The following day, after orientation, students will be transferred by taxi to their apartments.
- Accommodation: self-catered apartments in a central location. Typically, each two-to-three-bedroom apartment is shared by four-to-six Orange Coast College students on a twin-bedded basis. Students will have a shared kitchen, living space and laundry facilities. Bed linen (not towels) and wireless internet are provided.
- Meals: self-catering facilities at student accommodation, an informal dinner at the orientation accommodation, a group welcome dinner, and a farewell aperitivo.
- Travel pass: A travel pass for unlimited travel on the buses, trams and metro in the central area of Rome.

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

- An orientation program in Rome consisting of a meeting with experienced AIFS staff, covering topics such as general acclimation to Italy, safety and security issues, cultural differences, travel, money and cultural activities.
- A team of experienced Student Services staff 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 Rome for the duration of the program.

### **Academic Support**

- One classroom available for 12 hours total meeting time, Monday to Thursday. Exact times and dates to be decided between AIFS and Orange Coast College faculty leaders. Facilities available: projector, laptop, flip chart or white boards & pens, set up assistance.

### **Cultural Activities and Excursions**

- Reserved entrance to the Colosseum, Roman Forum, Palatine Hill and Palatine Museum.
- Reserved entrance to the Vatican Museums with audio guides (subject to availability).
- Entrance with reservation as needed to the Pantheon, the National Roman Museum (including Palazzo Massimo and Baths of Diocletian), Villa Farnesina, Borghese Gallery, Capitoline Museums and Castel Sant'Angelo.
- A traditional Italian cooking class.
- A full day excursion to Tivoli by private bus including entrance to Hadrian's Villa and Villa D'Este and the services of an AIFS Tour Manager.
- A two-day, one-night excursion to Orvieto by public transportation including one nights' accommodation in twin bedded rooms in a centrally located hotel with breakfast, entrances to the Dome and S. Brizio Chapel, Well of San Partizio, Torre del Moro and an underground

tour and the services of an AIFS Tour Manager.

- A three-day, two-night excursion to Sorrento including private bus transfer from Rome to Sorrento with a stop at Pompeii for a guided tour of the archaeological site, two nights' accommodation in twin or triple bedded rooms in a centrally-located, tourist-class hotel with daily breakfast, a day excursion to Capri including high-speed ferry tickets, roundtrip funicular ticket, a private bus transfer to Naples train station and return train ticket in standard class, reserved seating to Rome.

*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 Los Angeles (LAX) and Rome (FCO) 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 members the optional student airfare fee once the program has departed the U.S.
- Accommodation each in a centrally located, self-catered one-bedroom apartment, utilities included. Upgrades to larger apartments available for an additional fee. Faculty may identify and book their own housing, within an agreed budget, and be reimbursed by AIFS if preferred.
- 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.
- AIFS will provide the Orange Coast College faculty members with access to a shared working space.
- AIFS will provide the Orange Coast College faculty members with an official immigration invitation letter as required by Italian law for all U.S. faculty visiting for short term programs.

*Faculty benefits are paid in full for an enrollment of 20 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 Los Angeles (LAX) and Rome (FCO) in economy/ standard class.
- Round-trip transfers in Rome 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 2025.*

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 13, 2026.

AIFS is financially committed to any confirmed airlines seats from Friday, February 27, 2026, 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 27, 2026.

### **Meal Plan**

- 10-vouchers for use at local restaurants in Rome. The vouchers can be used for breakfast, lunch or dinner at selected restaurants. They have no cash value and must be exchanged for the set menu. Dietary requirements are catered for at a limited number of restaurant options.

Meal Vouchers	\$275
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## 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:

### **Application/deposit deadline: Friday, March 13, 2026**

Application approval and \$450 deposit payment(s) due.

AIFS will invoice Orange Coast College or bill student participants for the balance of fees.

Penalties apply to changed program bookings from this date.

AIFS can accept applications after this date on a space available basis.

### **Final payment deadline: Tuesday, April 14, 2026**

Confirmation of numbers and full payment due.

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 Insured International (TII) is underwritten by the United States Fire Insurance Company, rated A (Excellent) by A.M. Information on these options is available on the Travel Insured International website – [www.travelinsured.com](http://www.travelinsured.com) – or by phone at 855-611-0918. ***The policy is time sensitive and must be purchased within 21 days after the deposit is paid.***

## 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 13, 2026</b>
All fees paid less a \$150 processing fee.
<b>Withdrawal after Friday, March 13, 2026 but on or before Tuesday, April 14, 2026</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: Tuesday, April 14, 2026</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 13, 2026** with no penalty. Should Orange Coast College cancel the program after **Friday, March 13, 2026** but before **Tuesday, April 14, 2026** 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 **Tuesday, April 14, 2026** (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

## ACCEPTANCE OF PROPOSAL

If you have any questions or wish to make any changes, please contact Jessica who prepared the proposal for you: [jlees@aifs.co.uk](mailto:jlees@aifs.co.uk).

If you wish to accept this proposal, AIFS requires written acceptance by Friday, September 12, 2025 in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements.

Please return a copy of this document in its entirety via email to Karena Cronin, Director of Customized Faculty Led Programs, AIFS: [kcronin@aifs.com](mailto:kcronin@aifs.com)

Proposal Accepted by: \_\_\_\_\_  
On behalf of Orange Coast College

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed by: \_\_\_\_\_  
On behalf of the American Institute for Foreign Study

Printed Name: Karena Cronin

Position: Director, Customized Faculty Programs

Date: \_\_\_\_\_