

Orange Coast College

Social Science and Humanities

Seoul, Summer 2026



Customized Faculty-Led Proposal



AIFS Abroad®

SAMPLE ITINERARY**Orange Coast College****Social Science and Humanities, Seoul, Summer 2026****Monday June 1 -Monday June 29, 2026**

Mon, 1-Jun-26 Program Begins

AM: Collect bags and meet AIFS representative in the arrivals hall for a one-time transfer to student accommodation by private bus.

PM: Check into accommodation
Orientation with AIFS staff

Tue, 2-Jun-26 9.00-1.00: Class 1 with Orange Coast College faculty

PM: Sightseeing tour with professional guide

EVE: Welcome dinner

Wed, 3-Jun-26 9.00-1.00: Class 2 with Orange Coast College faculty

Thu, 4-Jun-26 09.00-1.00: Class 3 with Orange Coast College faculty

PM: Free afternoon

Fri, 5-Jun-26 Full-day excursion to DMZ, with guided tour

Sat, 6-Jun-26 Free day

Sun, 7-Jun-26 Free day

Mon, 8-Jun-26 09.00-1.00 Class 4 with Orange Coast College faculty

PM: Free afternoon

Tue, 9-Jun-26 09.00-1.00: Class 5 with Orange Coast College faculty

PM: Free afternoon

Wed, 10-Jun-26 09.00-1.00: Class 6 with Orange Coast College faculty

PM: visit to Changdeokgung Palace and secret garden

Thu, 11-Jun-26 09.00-1.00 Class 7 with Orange Coast College faculty

PM: Free afternoon

Fri, 12-Jun-26 Overnight Excursion to Busan
AM: Train to Busan

Sat, 13-Jun-26 Busan
PM: Train back to Seoul

Sun, 14-Jun-26 Free day

Mon, 15-Jun-26 09.00-1.00: Class 8 with Orange Coast College faculty
EVE: Korean Cooking class and dinner

Tue, 16-Jun-26 09.00-1.00: Class 9 with Orange Coast College faculty
PM: Free afternoon

Wed, 17-Jun-26 09.00-1.00: Class 10 with Orange Coast College faculty

Thu, 18-Jun-26 Full-day excursion to a traditional Korean Village

Fri, 19-Jun-26 Free day

Sat, 20-Jun-26 Free day

Sun, 21-Jun-26 Free day

Mon, 22-Jun-26 09.00-1.00: Class 11 with Orange Coast College faculty
PM: Free afternoon

Tue, 23-Jun-26 09.00-1.00: Class 12 with Orange Coast College faculty
PM: Free afternoon

Wed, 24-Jun-26 09.00-1.00: Class 13 with Orange Coast College faculty
PM: Free afternoon

Thu, 25-Jun-26 09.00-1.00: Class 14 with Orange Coast College faculty
PM: Free afternoon

Fri, 26-Jun-26 Free day

Sat, 27-Jun-26 Free day

Sun, 28-Jun-26 Eve: Farewell meal

Mon, 29-Jun-26 End of program

AM: Check out of the hotel for one-time transfer to airport (ICN) by private bus

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The American Institute for Foreign Study

AIFS Abroad is a division of AIFS Inc, our parent company, that is beneficially owned by the U.K charity established by Sir Cyril Taylor, the founder of AIFS. AIFS was founded in 1964 and since then, over 1.6 million students have participated in our educational and cultural exchange programs. AIFS pioneered Customized Faculty-Led programs providing logistical support, student services, classrooms, housing facilities and cultural activities abroad, plus student medical and liability insurances. This model enables institutions to conduct their own academic programs abroad at minimal expense with the institution maintaining academic control and retaining tuition income. AIFS bill a non-academic program fee, per student or per group, for the services we provide. Proud to be GoAbroad.com's Top Rated Study Abroad Provider of 2023, as well as finalists for the 2022 GoAbroad.com Innovation in Diversity award and Top Rated for Support in the 2022 GoOverseas.com Community Choice Awards, see what students, faculty and study abroad advisors are saying about us now:

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@AIFSabroad

**YOUR PROPOSAL HAS BEEN PREPARED BY
SARAH JOYCE, DIRECTOR OF INTERNSHIPS AND STUDY ABROAD**

Sarah is your primary contact, collaborating with you on the overall design of the program/ itinerary, and using their knowledge of Seoul, 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 Sarah: sjoyce@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.

Prior to the start of the program Sarah 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 Seoul has to offer.

Orange Coast College
Social Science and Humanities, Seoul, Summer 2026
AIFS Customized, Faculty-led Program Proposal

Arrive Seoul: **Monday, June 1, 2026**
Depart Seoul: **Monday, June 29, 2026**

Student Fee based on enrollment:		
15 or more		
\$4,625		One Faculty

Should Orange Coast College wish to run this program with an enrollment below 15 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.

Transfers, Accommodation, Meals and Travel Pass

- Transfer inbound: one-time group transfer by private bus between the airport in Seoul (ICN) and the student housing at a time to meet the majority of flights on the scheduled arrival date.
- Accommodation: single and twin-bedded studio rooms in a residence located within easy commuting distance of the classrooms. Studios have a small kitchen and laundry facilities on-site. Bed linens, towels and free wireless internet are provided.
- Meals: self-catering facilities at student accommodation, a welcome event, a farewell dinner, and occasional meals on excursions as listed below.
- Travel pass: a smart card pre-loaded with funds valid for travel on all trains and trams, subways and buses in the Seoul metropolitan area. This is sufficient for weekly round-trip travel to classes and all included program activities. Cards may also be used at a range of convenience stores, vending machines, and shops, 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
- Transfer outbound: one-time group transfer by private bus between the student accommodation and the airport in Seoul (ICN) at a set time on the official departure day
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In-Country Student Support

- An orientation program in Seoul consisting of a meeting with experienced AIFS staff, covering topics such as general acclimation to Seoul, safety and security issues, cultural differences, travel, money and cultural activities.
- Local area walking tour covering housing and classroom location and local amenities.
- A half-day sightseeing tour of Seoul by private bus with the services of a professional, English-speaking guide.
- A dedicated AIFS Program Director 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 Seoul for the duration of the program.

Academic Support

- One classroom available for four hours per day, four times per week. Exact times and dates to be decided between AIFS and the Orange Coast College faculty leaders. Facilities available: projector, laptop, flip chart or white boards & pens, set up assistance,

Cultural Activities and Excursions

- A full-day excursion to the DMZ including return transport by private bus, including a visit to the Gamaksan Bridge, the Third Tunnel and the Dora Observatory, and the services of a professional English-speaking guide.

- A guided tour of Gyeongbokgung Palace.
- A full-day excursion to a traditional Korean Village including round-trip transportation by private bus, craft demonstrations, and the services of a professional, English-speaking guide.
- A Korean cooking class.
- A two-day, one-night excursion to Busan. Transport by train in standard class seating, accommodation on a bed and breakfast basis at a centrally located hotel, sharing twin rooms, a guided walking tour and the services of an AIFS representative throughout.

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

- A contribution of \$1000 towards international airfare.
- Accommodation in a centrally located, self-catered studio 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.

Faculty benefits are paid in full for an enrollment of 15 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 for students
- ✗ 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

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 6, 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: Friday, April 3, 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 – 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:

Withdrawal on or before: Friday, March 6, 2026
All fees paid less a \$150 processing fee.
Withdrawal after Friday, March 6, 2026 but on or before Friday, April 3, 2026
All fees paid less the \$450 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
Withdrawal after: Friday, April 3, 2026
No refund and the total program fee is due.
Withdrawal once the program has begun
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 6, 2026** with no penalty. Should Orange Coast College cancel the program after **Friday, March 6, 2026** but before **Friday, April 3, 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 **Friday, April 3, 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 Sarah who prepared the proposal for you: sjoyce@aifs.co.uk

If you wish to accept this proposal, AIFS requires written acceptance by Friday, September 26 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

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: _____

Position: _____

Date: _____