

Cherrington Global Scholars Travel Arrangements

Study Abroad Winter/Spring Quarters 2012

Congratulations on qualifying as a Cherrington Global Scholar! As one of your benefits, the University of Denver's Office of International Education will pay for your roundtrip ticket to your program site; however, it is your responsibility to book your flight(s). Please read the information below carefully.

What is covered?

The Office of International Education works with a travel agency to determine an appropriate maximum limit for your airline ticket. The arrival airport must have regularly scheduled service and published fares. Please see page 4 for travel limits for each program. The travel limits are calculated considering economical and direct flight(s) for travel departing from Denver and arriving on the day program housing begins. You do not need to fly out of Denver; however, DEN is used as the departure airport to determine the travel limit. The limit is intended to cover the cost of your ticket if you book by December 1, 2011 for programs beginning during winter quarter and February 1, 2012 for programs beginning during spring quarter. If you wait until after this date, your ticket costs may be higher, and you will be responsible for the difference. Exceptions are made if you are not accepted to your study abroad program before December 1 (winter quarter) or February 1 (spring quarter) – you will be given new deadlines and possibly new travel limits dependent on the timing of your acceptance.

If you are not able to fly directly to your host city, transportation coverage will also include rail or bus fares to your host city from your airport arrival city. You will need to submit rail/bus receipts to the Office of International Education in order to be reimbursed.

How and when do I submit receipts?

If you choose option 1 (below) for arranging your flights, you must submit a receipt for airfare to the Office of International Education **PRIOR TO YOUR DEPARTURE** or you forfeit this benefit. The document should include an itinerary with your name as the passenger, indicate that it has been booked and paid for, and must include a total amount.

If you choose option 2 (below) and work with StudentUniverse, you do not need to submit a receipt for your flight.

If you are unable to fly directly to your host city, the Cherrington Global Scholars benefits will cover rail or bus fares to your host city from the closest available airport.

The Cherrington Global Scholars benefits also cover visa application fees, fees for residence permits or permits to study, and foreign airport entry/exit fees. Visa/residence permit receipts may be issued by the consulate, immigration offices, or airport authorities. Money order receipts are also acceptable. Please include your name, student id, and program on your receipt. If you have applied for a visa prior to your departure, we suggest that you submit your receipts before you leave. Please note that DU does **not** pay for other costs associated with the visa, such as transportation or postage fees, medical procedures, translation fees, notary services, copy fees, etc.

All visa and rail/bus transportation receipts **must be submitted WITHIN TWO MONTHS AFTER YOUR PROGRAM END DATE.**

If you submit an original receipt for your visa or rail/bus transportation, you will be reimbursed directly. You will either receive a direct deposit or a check, depending on how you have set up your student refund/accounts payable information in myWeb. If you submit a photocopy or scanned receipt, the amount will be applied to your DU student account. Note that airfare amounts are always applied to your DU student account.

Please include your name, student id, and program with all receipts. You may submit receipts to:

duabroad@du.edu

Office of International Education
University of Denver
2200 S. Josephine St.
Denver, CO 80208

What costs are NOT covered?

DU does NOT pay for local transportation expenses such as bus, tram, taxi, or airport pickup; airport transfer; luggage fees; travel insurance; expenses getting to or from the departure airport; or hotels in transit to your location. Any additional costs due to your choice in earlier or later dates, stopovers or location, delayed purchase of the ticket, change fees and penalties due to changes in the itinerary made at your discretion, or any extra costs due to non-standard itineraries or desired travel dates etc., are your responsibility. If you withdraw from the program after booking your ticket, you will be responsible for any non-recoverable costs associated with the purchase of the ticket. Please note that the University of Denver does not cover costs associated with travel delays or cancellations.

When should I book?

You should plan to book tickets by December 1, 2011 (winter quarter participants) or February 1, 2012 (spring quarter participants), though you must wait until you have been accepted to your program and know your program dates. If you wait until after these dates to book your ticket, costs may be higher than the travel limits, and you will be responsible for paying the difference in fares (exceptions are made for students who are not accepted by December 1 or February 1). You are required to book a round-trip ticket. ***We strongly encourage you to book a single ticket, whenever possible, which means using the same airlines or partner airlines to avoid any rebooking issues if your plane is delayed or you miss a flight.***

Who pays for date changes?

You do! If you have any questions about your program dates or final destination, please check with your host program/university or International Education Advisor before confirming your ticket. All students are responsible for verifying the official start and end dates of the term—including orientation and exams—and booking their flight(s) accordingly. Once ticketed, you are responsible for the cost of any changes in the flight, even if you initially did not spend up to your maximum travel limit. All tickets have different change fees and procedures. You should understand the policies on all portions of your ticket prior to purchase. Ticket availability at the end of the term can be limited, so plan ahead. No date change requests will be accepted within 30 days of your original ticketed return date.

What if I am going on a year-long program?

If you are studying abroad for a year, you may not be able to book your desired return date. You should book the return as far out as possible, then change the return date as soon as you are able. Keep in mind that your ticket will be good for only 365 days from the date you book, so you should wait accordingly to book when planning for the year. **DU will not purchase two separate tickets.** It is your responsibility to understand how to rebook and whether the ticket is changeable prior to booking. Please discuss this with your travel agent prior to booking. The Office of International Education will pay for your date change (year-long students only) only if you work with our travel agent, StudentUniverse. **No date change requests will be accepted within 30 days of your original ticketed return date.**

How do I book my ticket?

Option 1

If you do NOT wish to book through our travel agent (StudentUniverse), you may arrange and pay for the ticket on your own. Once you have submitted a valid receipt to our office, you will receive a credit for the travel limit for your program or the actual amount of your ticket, whichever is less. The credit will be applied to your DU account for the term in which you will study abroad. For example, if you study abroad for the winter quarter, the credit will apply towards your winter quarter tuition and fees. ***You are not given a cash reimbursement.*** You must actually pay for a ticket to receive a credit. We are not able to apply a credit for tickets secured through a frequent flyer program or other such “free” tickets.

You are still required to book a round trip ticket. The pre-determined amount is created to cover the cost of a ticket from Denver to your program city. However, it may not fully cover this cost; in which case the additional cost becomes a personal expense as outlined in the CGS policies. If you wish to use a group flight offered by the program, this option will be how you receive your travel credit. See **“How and when do I submit receipts”** above for details on submitting receipts to our office.

Option 2

You may choose to book your ticket through our travel agent, StudentUniverse. StudentUniverse will bill DU directly for your ticket, up to the maximum travel limit for your program. If you choose a more expensive ticket, you will pay the difference to StudentUniverse. If you are unable to find a flight through StudentUniverse under the maximum limit on or before December 1 for winter quarter participants and February 1 for spring quarter participants, please email your OIE

advisor and ask to have the limit reassessed BEFORE you book a ticket. Travel limits will not be reassessed after purchase of a flight.

IMPORTANT: Tickets are available on a first-come, first-served basis. Low student fares can sell out for specific dates, so we strongly recommend that you book your flights once you have been accepted and have confirmed program dates.

You MUST use the StudentUniverse website created for DU:

<http://www.studentuniverse.com/study/du>

If you use the general StudentUniverse website instead of the DU site, your credit card will be billed for the entire ticket. We are unable to change the billing once the ticket is purchased, so you will then need to submit a receipt as outlined in option 1.

Spring quarter students: Since CGS status for spring quarter study abroad participants will be determined after fall quarter 2011 grades are submitted, we will not provide StudentUniverse with a list of spring CGS participants until winter interterm. We will send you an email when you are able to book your plane tickets.

How to book with StudentUniverse:

Step 1 - Review the travel limit for your study abroad destination (see page 4 of this document)

Step 2 - Go to: <http://www.studentuniverse.com/study/du>

Step 3 - Entered your desired outbound and return cities and dates and click “search”. **DO NOT** click on “get started” and set up a new account; StudentUniverse has already set up your account.

Step 4- Select the flight you want to book. Read all ticket rules, restrictions, and layover times carefully. If you are a full-year student, do NOT select a ticket with a 6 month maximum stay!

Step 5 – AFTER you find the flight you want to book, sign in to your account by going to “sign-in” at the top right corner of the results page. Go to the right hand side of the page (“Already registered? Sign in”). You will enter your @du.edu email address and password “denver”. Once logged in you may change passwords.

Step 6 - If you select a ticket that is within the maximum allowed for your program, all charges will be billed to the University of Denver. If you check your account online, you MAY, depending on ticket type, see a charge show up on your account for a few hours until StudentUniverse manually moves the charges to the University of Denver. Because there may be some initial activity on your account, we do not recommend that you use a debit card.

Step 6 - Review all ticket rules and details and finalize your order. MAKE SURE THAT YOUR NAME MATCHES THE NAME ON YOUR PASSPORT. If it does not, DO NOT FINALIZE YOUR TICKET; please email udenver@studentuniverse.com so this can be changed in the system BEFORE you book your ticket.

You will receive one of two responses from StudentUniverse on the next business day:

The airfare selected is within the maximum allowed, the University of Denver will be billed, and you receive your e-ticket confirmation.

– OR –

The airfare selected is higher than the maximum travel limit. The university will be billed up to the specified travel limit, and your credit card will be charged the remaining balance only. You will receive an email from StudentUniverse confirming the charge.

If you receive an email that you are being billed the fare difference and want to cancel your booking, you need to contact StudentUniverse no later than 2:30pm MST (4:30pm EST) the next business day.

Failure to call by this time means you accept the charges places on your credit card.

What if I can't find a flight for my location, want to arrange a stopover, or have questions about available flights?

Email StudentUniverse at udenver@studentuniverse.com

Do I need to submit a receipt for my airfare arranged by StudentUniverse?

No, not if you use the [StudentUniverse website created for DU](#) – you do need to submit a receipt if you choose Option 1 (above).

Travel Limits for Cherrington Global Scholars (Winter/Spring 2012)

Country	Program	Arrival City	Winter/Spring 2012 Travel Limit
Argentina	U Nacional de Cuyo Mendoza	Buenos Aires	\$1,800
	U Nacional de Cuyo Mendoza	One way return Mendoza to Buenos Aires	\$300
Australia	University of New South Wales	Sydney	\$1,800
Australia	U of Wollongong	Sydney	\$1,800
Australia	University of Tasmania	Hobart	\$1,900
Australia	University of Western Australia	Perth	\$2,200
Australia	Griffith University	Gold Coast	\$3,200
Belgium	ISA Brussels	Brussels	\$900
Brazil	SIT	Fortaleza	\$2500
France	Catholic University of Paris	Paris	\$1,100
France	IAU: Aix-en-Provence	Marseille	\$1,200
Germany	University of Tuebingen	Stuttgart	\$1,200
Ireland	University College Dublin	Dublin	\$1,050
Israel	U of Haifa	Tel Aviv	\$1,400
Italy	Arcadia U Center-Perugia	Rome	\$1,200
Japan	Sophia University	Tokyo	\$2,000
Kenya	SIT	Nairobi	\$2,000
The Netherlands	Maastricht University	Brussels	\$1,200
New Zealand	University of Auckland	Auckland	\$1,900
New Zealand	University of Canterbury	Christchurch	\$2,400
New Zealand	University of Otago	Dunedin	\$1,800
Peru	Pontifical Catholic University	Lima	\$1,300
Russia	SRAS Russia: Moscow	Moscow	\$1,000
Spain	ISA Madrid: Complutense	Madrid	\$1,000
Switzerland	University de Fribourg	Geneva	\$1,000
Thailand	ISDSI	Chiang Mai	\$2,000
United Kingdom	City University London	London	\$1,100
United Kingdom	University of Westminster	London	\$1,100
United Kingdom	Goldsmiths College, U of London	London	\$1,200
World	Sea Education		Students will email SU with cities/dates