

**Program Fees Payment Form and Directions**

Thank you for applying to the 2019 San Gemini Preservation Studies program. There is a limited number of places for all SGPS programs and, for your application to be considered, we must receive your application fee of \$50. This fee is non-refundable, unless the program for which you apply is cancelled by SGPS (see refund policy below). We must also receive the program deposit of \$450 before **March 15** for your application to be valid.

Methods of Payment:

1. **By check or money order.** Print out this form, complete the bottom section selecting the fees you are including in this payment, detach it and send it, along with a **check (or money order) made payable to the International Institute for Restoration and Preservation Studies (or IIRPS)**, to: **Attn: Polly Withers, 203 7th Avenue, 5A, Brooklyn, New York 11215**. We accept checks from US banks. We do not accept checks from foreign banks, nor do we accept checks or money orders in currency other than US dollars.
2. ***Wire transfers** in US Dollars (must include \$15 per wire transfer to cover bank fees). This is usually how participants from outside the US pay.
3. ***Direct bank to bank** payment (includes an additional administrative surcharge per payment of 1%).
4. ***Credit Card** payment (includes an additional administrative surcharge per payment of 3%).

*If you are interested in finding out how to pay by wire transfer, credit card, or directly from your bank to IIRPS bank, please contact Polly Withers at **pwithers@iirpsemail.org**.

Please note that we will charge for any bank fees incurred by bouncing checks, etc.

2019 Total Costs (excluding airfare, food and insurance): One program = US\$3,950; One program + Intercession Field Trip (Italy) = US\$5,950; Two programs + IFT = US\$9,520 (saving 10% on 2nd program tuition fee). These fees include accommodations, deposit and application fee.

Note: The San Gemini Preservation Studies program may be cancelled if the minimum enrollments are not met. You will be informed of such a cancellation after March 15, 2019. Please do not make travel arrangements until you have been accepted and received confirmation that the program will take place. SGPS reserves the right to review the applicants and determine who will be accepted into the programs.

Refund Policy: On March 15th we will establish if we have the enrollment required for the program to go ahead. Should the program be cancelled due to low enrollment, or any other SGPS decision, applicants will be fully refunded. If an applicant withdraws their application before the March 15th deadline, they will be refunded the \$450 deposit but not the \$50 application fee. Those students that withdraw their application after March 15 will not receive a refund of either the application fee or the deposit.

Note about the International Institute for Restoration and Preservation Studies (IIRPS): IIRPS is an academic and cultural organization that promotes research and studies in historic preservation both in the US and abroad. It is based in New York City and has been filed in the State of New York (USA) as an LLC. For more information visit www.iirps.org.

Program Fees payment for SGPS 2019

I am enclosing a check/money order in US Dollars made out to the International Institute for Restoration and Preservation Studies (IIRPS) for (please put a check against the fees you are paying):

- \$50 application fee** – due upon application, deadline March 15, 2019
- \$450 program deposit** – due upon application, deadline March 15, 2019
- \$450 2nd program deposit (if applying to 2 programs)** – due upon application, deadline March 15, 2019
- \$1,700 1st program payment (programs A, B, C, D, E and F)** – due March 31, 2019
- \$1,700 1st program payment (programs D, E and F if applying to 2 programs)** – due March 31, 2019
- \$1,000 1st field trip payment** – due March 31, 2019
- \$1,750 final balance (programs A, B, C, D, E & F)** – due May 1, 2019
- \$1,470 final balance (programs D, E & F if applying to 2 programs w/10% tuition saved)** – due May 1, 2019
- \$1,000 field trip final payment** – due May 1, 2019
- Required insurance** – due May 1, 2019 Amount \$ _____ (Refer to CISI plan for amount)
- \$15 wire transfer fee, to cover IIRPS bank fee**
- \$20 certificate fee to cover postage (optional - all participants will receive an evaluation letter via email)**

Total amount enclosed: US\$ _____

Name of Student _____

Email address: _____ Phone: _____