CIS Student Recruitment Tour | Asia

11 September - 3 October 2018

East Asia Tour
Beijing, China
Hong Kong, SAR China
Taipei, Taiwan
Seoul & Busan, South Korea

Southeast Asia Tour
Bangkok, Thailand
Yangon, Myanmar
Kuala Lumpur, Malaysia
Jakarta & Denpasar, Indonesia
Singapore, Singapore

Full Tour
(includes East and Southeast tour options)
What makes CIS tours unique?

**CIS tours have stood the test of time.**
CIS is a non-profit organization that has been sponsoring recruitment tours for nearly 40 years. Our tour leaders are experienced admissions professionals working at CIS member universities. They understand your needs and goals.

**CIS tours are targeted.**
Tour events include invited students from CIS member schools and outstanding national schools with student populations preparing to study abroad.

**CIS tours offer inclusive pricing.**
There are no surprise bills at the end of the tour. The tours are assisted by highly experienced travel professionals to manage all the logistics.

**CIS tours are truly educational.**
During the tour, participants lead workshops to help students, parents, counsellors, and teachers learn more about admission-related topics. Daily interaction with admissions professionals from other CIS member universities allows you to learn from the others, share ideas, and build your network.

*"With the experience and expertise of the tour leaders and skilled guidance of Wren & Fida (CIS travel partners), international recruiters are able to focus on all things recruitment and relationship building during the tour, rather than be concerned with travel logistics, potential political issues, flight delays, and all of the other various “obstacles” that can play a role in international travel/recruitment.*

-Lisa Raney, Syracuse University
MEET THE TOUR DIRECTORS

TOUR DIRECTOR
Jennifer Mathews
Director, International Admissions
Syracuse University
315.443.3611
jmmathew@syr.edu

Jennifer Mathews is the Director of International Admissions at Syracuse University in Syracuse, NY. She has worked in the field of international enrollment management for over 10 years, and has recruited on 6 different continents. She has been a member of the CIS Asia Committee since 2012, and lead the 2014 CIS Asia tour.

ASSISTANT TOUR DIRECTOR, EAST ASIA
Kevin Hostetler
Associate Director of Admissions
University of Southern California
+1-213-740-4042
khostetl@usc.edu

Kevin Hostetler is an Associate Director of Admission at the University of Southern California. Kevin works with students in the Greater China Region as well as the Middle East and has worked with international students for nearly a decade. He has served on the CIS Asia Committee since 2014, and he led the CIS South Asia Tour in 2016. His goal for the tour is to introduce our outstanding colleges and universities to students in East Asia and to create meaningful connections with university counsellors.

ASSISTANT TOUR DIRECTOR, SOUTHEAST ASIA
David Wagner
Director of Admissions
St. Olaf College
+1-507-786-3306
wagner@stolaf.edu

David Wagner is the Director of Admissions at St. Olaf College, where he has worked for thirteen years. He has served on the CIS Asia Committee since 2013 and led the CIS China Tour in 2015 and 2018. David is honored to volunteer with CIS as it is an organization that provides college and university representatives with meaningful opportunities to connect with university counsellors, prospective students, and their families.

TRAVEL SUPPORT
Veronica Mann
Associate Director of International Programs
vmann@wfintl.com

With the experience and expertise of the tour leaders and skilled guidance of Wren & Fida (CIS travel partners), international recruiters are able to focus on all things recruitment and relationship-building during the tour, rather than be concerned with travel logistics, potential political issues, flight delays, and all of the other various “obstacles” that can play a role in international travel/recruitment.

-Lisa Raney, Syracuse University
TENTATIVE ITINERARY

Attendees joining the Full Tour programme will follow all of these itineraries.

EAST ASIA OPTION

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>LOCATION</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUE</td>
<td>11 Sep</td>
<td>Beijing, China</td>
<td>Individual arrivals. Overnight in Beijing.</td>
</tr>
<tr>
<td>WED</td>
<td>12 Sep</td>
<td>Beijing, China</td>
<td>Orientation meeting. Opening dinner. Overnight in Beijing</td>
</tr>
<tr>
<td>THU</td>
<td>13 Sep</td>
<td>Beijing, China</td>
<td>School visits. Fly to Hong Kong. Overnight in Hong Kong.</td>
</tr>
<tr>
<td>FRI</td>
<td>14 Sep</td>
<td>Hong Kong</td>
<td>School visits. Fly to Taipei. Overnight in Taipei.</td>
</tr>
<tr>
<td>SAT</td>
<td>15 Sep</td>
<td>Taipei, Taiwan</td>
<td>Institutional time. Overnight in Taipei.</td>
</tr>
<tr>
<td>SUN</td>
<td>16 Sep</td>
<td>Taipei, Taiwan</td>
<td>Counsellor event. Overnight in Taipei.</td>
</tr>
<tr>
<td>TUE</td>
<td>18 Sep</td>
<td>Seoul, South Korea</td>
<td>School visits. Overnight in Seoul.</td>
</tr>
<tr>
<td>WED</td>
<td>19 Sep</td>
<td>Seoul, South Korea</td>
<td>School visits. Transfer to Busan. Overnight in Busan.</td>
</tr>
<tr>
<td>THU</td>
<td>20 Sep</td>
<td>Busan, South Korea</td>
<td>School visits. Overnight in Busan or fly to Bangkok if continuing to Institute.</td>
</tr>
<tr>
<td>FRI</td>
<td>21 Sep</td>
<td>Busan, South Korea</td>
<td>Individual transfers for leaving attendees.</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Location</td>
<td>Activity</td>
</tr>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>FRI</td>
<td>21 Sep</td>
<td>Bangkok, Thailand</td>
<td>CIS-EARCOS Institute on Higher Education Admissions &amp; Guidance. Overnight in Bangkok.</td>
</tr>
<tr>
<td>SAT</td>
<td>22 Sep</td>
<td>Bangkok, Thailand</td>
<td>CIS-EARCOS Institute on Higher Education Admissions &amp; Guidance. Overnight in Bangkok.</td>
</tr>
<tr>
<td>SAT</td>
<td>22 Sep</td>
<td>Bangkok, Thailand</td>
<td>Individual arrivals for arriving attendees. Overnight in Bangkok.</td>
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<tr>
<td>WED</td>
<td>26 Sep</td>
<td>Kuala Lampur, Malaysia</td>
<td>School visits. Fly to Jakarta. Overnight in Jakarta.</td>
</tr>
<tr>
<td>THU</td>
<td>27 Sep</td>
<td>Jakarta, Indonesia</td>
<td>School visits. Overnight in Jakarta.</td>
</tr>
<tr>
<td>FRI</td>
<td>28 Sep</td>
<td>Jakarta, Indonesia</td>
<td>School visits. Fly to Denpasar. Overnight in Denpasar.</td>
</tr>
<tr>
<td>SUN</td>
<td>30 Sep</td>
<td>Denpasar, Indonesia</td>
<td>Counsellor fly-in event. Overnight in Denpasar.</td>
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<tr>
<td>WED</td>
<td>3 Oct</td>
<td>Singapore, Singapore</td>
<td>Individual departures.</td>
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### Travel Details

#### Full Asia Tour

**Destinations**
Beijing, China; Hong Kong, SAR China; Taipei, Taiwan; Seoul & Busan, South Korea; Bangkok, Thailand; Yangon, Myanmar; Kuala Lumpur, Malaysia; Jakarta & Denpasar, Indonesia; Singapore, Singapore

**Transportation**
Flights begin in Beijing, China and end in Singapore.

**Accommodations**
22 nights at first class hotels, single rooms, taxes, breakfast and internet included.

**Orientation/Debriefing**
Orientation meeting in Beijing and debriefing in Singapore.

**Meals**
Daily breakfast. Opening dinner in Beijing, mid-tour dinner in Bangkok, closing dinner in Singapore and counsellor dinners in Taipei and Denpasar.

**Counsellor Programmes**
Counsellor dinner in Taipei and counsellor fly-in programme in Denpasar. Participation in the CIS-EARCOS Institute.

#### East Asia Tour

**Destinations**
Beijing, China; Hong Kong, SAR China; Taipei, Taiwan; Seoul & Busan, South Korea

**Transportation**
Flights begin in Beijing, China and end in Busan, South Korea.

**Accommodations**
10 nights at first class hotels, single rooms, taxes, breakfast and internet included.

**Orientation/Debriefing**
Orientation meeting in Beijing.

**Meals**
Daily breakfast. Opening dinner in Beijing and counsellor dinner in Taipei.

**Counsellor Programmes**
Counsellor dinner in Taipei. Participation in the CIS-EARCOS Institute is available as an optional add-on to the tour (includes flight from Busan to Bangkok, accommodation during the institute, and institute registration).

#### Southeast Asia Tour

**Destinations**
Bangkok, Thailand; Yangon, Myanmar; Kuala Lumpur, Malaysia; Jakarta & Denpasar, Indonesia; Singapore, Singapore

**Transportation**
Flights begin in Bangkok, Thailand and end in Singapore.

**Accommodations**
11 nights at first class hotels, single rooms, taxes, breakfast and internet included.

**Orientation/Debriefing**
Orientation meeting in Bangkok and debriefing in Singapore.

**Meals**
Daily breakfast. Opening dinner in Bangkok, closing dinner in Singapore and counsellor dinner in Denpasar.

**Counsellor Programmes**
Counsellor fly-in programme in Denpasar. Participation in the CIS-EARCOS Institute is available as an optional add-on to the tour (includes accommodation during the institute and institute registration).
For all tour options:

TOUR GUIDANCE
The tour director and assistant tour director are experienced admissions professionals. A professional tour manager from Wren & Fida International will also travel with the group to handle all tour logistics.

TRANSPORTATION
All flights will be coach/economy class. International flights outside of this itinerary are not included, though Wren & Fida can assist you with flight booking.

TRANSFERS
Included from airport to the hotel and vice versa, by private motor coach. All group transfers for school visits and college fairs are included.

GRATUITIES & TAXES
All gratuities and taxes related to transportation, accommodation and transfers are included. Airport/hotel porters, drivers, and guide gratuities are all included. Airport departure taxes are also included.

PASSPORTS/ VISAS
A valid passport is required to travel, with a minimum of six empty pages and validity through April of 2019. Citizens of some countries will need visas for China and Myanmar. Visas are not included in the cost of the tour. W&F will provide information and links to obtain visas before the tours depart.

WEBPAGE
A webpage with login and password will be provided for pre-trip communication.

TOUR MATERIALS
Appropriate pre-tour information and pre-trip literature will be provided to all tour participants. Luggage tags, a personalized name badge and mobile app will be provided for all participants.

TRAVEL INSURANCE
A group coverage policy is included for all participants. A copy can be obtained from Wren & Fida.

MISCELLANEOUS
Information on schools to be visited on the tour and cultural background information on the countries to be visited will be provided in advance. A CIS brochure with information about each participating institution will be provided to each school to share with prospective students.
GENERAL CONDITIONS

• CIS tours are available to CIS Higher Education member institutions only.
• Participants must be full-time, permanent international admission officers of the member institution.
• Preference is shown to participants with at least two years of full-time university admissions experience. Participants with less than two years of experience will be considered on a case-by-case basis.
• Participants must adhere to the CIS Code of Ethics and the Guiding Principles for Higher Education Members.
• Participants must take part in the entire tour itinerary; deviations from the tour itinerary are not permitted.
• An institution may not send more than one representative.
• Additional travellers may not accompany the tour participant at any time on the tour.
• Participants must be prepared to make general presentations on the university admissions process and be familiar with the admission and financial aid policies of their own institutions and the concerns of international students.
• Any substitution in the person travelling must be reviewed and approved by CIS at least 45 days prior to the start of the tour. The new participant must submit a completed application and is required to meet all of the conditions for participation. Once approved, substitute travellers will pay a USD 1,000 change fee plus any additional tour expenses.
• Due to space restrictions, floor displays at school visits are prohibited. Promotional giveaways are also not permitted. Participants must remain behind their tables when interacting with attendees.
• The Council of International Schools (CIS) frequently photographs and/or videotapes and records its events and meetings. By attending this event you consent to being recorded and/or photographed, and authorize CIS to use any video, recording, and/or photographs in any medium (web, digital, print, broadcast) throughout the world at CIS’s sole and exclusive discretion.
PRIORITY APPLICATION DEADLINE
18 MAY 2018

COST OF PARTICIPATION
- Full tour + Institute: USD 18,400
- East Asia option only: USD 11,580
- East Asia + Institute: USD 12,765
- Southeast Asia option only: USD 11,375
- Southeast Asia + Institute: USD 12,150

PAYMENT & REGISTRATION
- 18 May 2018: Tour application with USD 1,125 deposit (excl. VAT) is due to CIS. Participants must meet the conditions for participation and application deadlines in order to be considered.
- 1 June 2018: Balance is due to Wren & Fida. There is a late fee of 5% assessed after 1 June.
- Tour price and itinerary are subject to change due to: revaluation of the US dollar, fuel surcharges, government taxes, airport departure taxes, reciprocity taxes, entry visa fees, changes in security situation, itinerary changes (before and during the tour) and all other items not in the control of Wren & Fida International and the Council of International Schools.

CANCELLATION/PENALTIES
CIS and Wren & Fida will only accept written cancellations. Fees will be assessed for cancellations in the following manner:
- Cancellations prior to 18 May: 100% of the tour balance is refundable, including the USD 1,125 tour deposit.
- Cancellations between 19 May and 1 June: 100% of the tour balance is refundable, less the USD 1,100 tour deposit and any unrecoverable tour expenses.
- Cancellations between 2 June and 15 June: 50% of the tour balance is refundable, less the USD 1,125 tour deposit and any unrecoverable tour expenses. No refund will be made if cancellation is received after 15 June.