



OFFICE OF HIGHER EDUCATION
COMMITTEE FOR EUROPE, THE MIDDLE EAST & AFRICA

2010 CIS Eastern Europe Tour

April 2010

Dear Colleague,

We appreciate your interest in our 2010 CIS Eastern Europe Tour and hope you will seriously consider joining us next fall!

The Council of International Schools (CIS) is a non-profit organization that has been sponsoring recruitment tours around the world with a specific focus on undergraduate students for nearly 30 years. The Committee for Europe, the Middle East and Africa is composed of a group of experienced admission professionals who volunteer their time to plan and direct first-rate recruitment tours aimed at prospective undergraduate students.

CIS offers the Eastern Europe tour every other year, alternating with our Scandinavia tour, and will be hitting our traditionally strong 'anchor' stops in addition to new and highly promising programs in Belgrade and Bucharest. Wren and Fida International will again serve as our tour provider. It will be a hard-working and fast-paced tour, during which will see large numbers of excellent Eastern European students. The 2008 tour saw a total of 782 students at four programs.

The tour takes place in November, begins with an orientation and opening dinner on November 10 and will officially conclude in Nice, France on November 16, so that tour participants may attend the CIS Forum in Monaco from November 17 to 18 (separate registration required).

November 10-16, 2010
Sofia, Bulgaria; Prague, Czech Republic
Belgrade, Serbia; Bucharest, Romania

The tour cost includes: 6 nights first class hotel (single occupancy); all continental economy flights, all ground transfers by private motor coach; daily breakfast and opening/closing dinners; and all gratuities and taxes. The tour description, cost, itinerary, and application for participation can be downloaded from the *Recruitment Tours* page of the CIS website at www.cois.org (click on *Services for Higher Education*).

At each program, we will offer a college fair and information sessions which are presented on general admission topics by our tour participants. Where ever possible, other local schools will be invited to attend the program at the host school. Where possible, we will schedule 'institutional time' for participants to schedule individual appointments with alumni and/or prospective students in the area.

Should you need additional information, please do not hesitate to contact me at 1.641.269.3600 or edwardsj@grinnell.edu. You can also direct questions about the tour or CIS in general to the CIS Office of Higher Education, at 1.607.272.5758. I hope you will join us in November!

Sincerely,

Jon Edwards, Tour Director
Associate Dean of Admission
Grinnell College

401 East State Street, Suite 405 • Ithaca, New York 14850 • USA
Tel: 607 272 5758 • Fax: 607 272 5051 • E-mail: cisus@cois.org

Council of International Schools
2010 CIS Eastern Europe Tour

Itinerary

<u>Date/Weekday</u>	<u>Overnight City</u>	<u>Description</u>
Wednesday, November 10	Sofia	Individual Arrivals. Orientation Meeting Opening Dinner. Overnight in Sofia
Thursday, November 11	Sofia/Prague	School visits. Late afternoon flight. Overnight in Prague
Friday, November 12	Prague	School Visit & College Fair. Overnight in Prague
Saturday, November 13	Prague	Institutional Time. Overnight in Prague.
Sunday, November 14	Prague/Belgrade	Morning flight to Belgrade. Afternoon College Fair. Overnight in Belgrade.
Monday, November 15	Belgrade/Bucharest	School Visit & College Fair. Late afternoon flight to Bucharest. Overnight in Bucharest.
Tuesday, November 16	Bucharest/Nice	School Visit & College Fair. Late afternoon flight to Nice. End of Tour

**Council of International Schools
2010 CIS Eastern Europe Tour**

Included Features

Destinations:	Sofia, Bulgaria; Prague, Czech Republic; Belgrade, Serbia; Bucharest, Romania
Transportation:	By economy class jet: Sofia/Prague; Prague/ Belgrade; Belgrade/Bucharest; Bucharest/Nice
Accommodations:	6 nights at first class hotels, single rooms/private baths. Hotel list will be sent to each participant upon receipt of deposit.
Transfers:	All transfers from hotel to each school visit and fair venue and return to the hotel via air conditioned/heated first class coach.
Orientation/ Debriefing:	Orientation Meeting in Sofia and debriefing in Bucharest.
Meals:	Daily Breakfast. Opening Dinner in Sofia and Closing Dinner in Bucharest.
Gratuities & Taxes:	All gratuities and taxes in connection with the "Included Features" are included. Airport and hotel porters, chambermaids, drivers and guides gratuities are all included. Airport departure taxes and entry fees are also included.
CIS Tour Director:	Jonathan Edwards, Associate Dean of Admission, Grinnell College, Grinnell, IA.
Tour Manager:	A professional tour manager, from Wren & Fida International, will accompany the group and handle all technical travel details.
Pre-Trip Materials:	Appropriate tour information and pre-trip literature will be mailed to all tour participants.
Tour Materials:	Tour Booklet, Table Signs and personalized name badge will be provided for all participants.
Travel Insurance:	A basic coverage group policy is included for all US residents.
Miscellaneous:	A specially prepared CIS School Profile booklet with information on all schools to be visited on the tour and cultural information on the countries to be visited.

Excluded Features

The following services/items are NOT included in the price of the tour: arrival and departure transfers; passport; passport photos; meals not specified in the itinerary; telephone calls, laundry, valet service, room service, or any other items of a personal nature; and other service/items not specifically mentioned in the itinerary or under "included features" above.

**Council of International Schools
2010 CIS Eastern Europe Tour**

Terms & Conditions

Costs:

2010 CIS Eastern Europe Tour Land & Air Package - Starting in Sofia and ending in Nice.
CIS Member College Participants*

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|-----------------------------------|-----------------|-----------|
| • Applications due to CIS | July 15, 2010 | |
| • Deposit due to CIS | July 15, 2010 | \$1000.00 |
| • Tour Balance due to Wren & Fida | August 15, 2010 | \$5800.00 |

*NON-CIS Member College Participants – An additional US\$200.00 surcharge will apply for non-members.

Tour price is subject to change due to: revaluation of the U.S. dollar, fuel surcharges, government taxes, airport departure taxes, reciprocity taxes, entry visa fees, itinerary changes and all other items not in the control of Wren & Fida International.

Registration/Payment:

- Your deposit of \$1000 must accompany the enclosed application form. Participants must meet the conditions for participation and application deadlines in order to be considered. If for any reason an institution cannot be accommodated on the tour, deposits will be fully refunded.
- Payment for the balance of the tour costs will be due no later than one month following the tour application deadline. Institutions will receive an invoice for tour costs directly from Wren & Fida International.

General Conditions for Participation:

- This CEMA tour is a rigorous recruitment trip designed for full-time international admission officers with at least three years of admissions experience.
- Participants must take part in the entire tour, due to group travel arrangements and advance publicity. Deviations from the tour itinerary are not permitted.
- The tour will be limited to 20 participants plus the CIS tour director and the Wren & Fida tour manager.
- Non-U.S. institutions are welcome on CIS CEMA tours; however U.S. institutions will have priority for participation.
- No institution may send more than one representative, nor may any additional travelers accompany the tour participant.
- Participants must be prepared to make presentations on U.S. higher education and/or the college admissions process in general. They must also be familiar with the specific admission and financial aid policies of their own institutions, and be familiar with the concerns of international students.
- Participants must adhere to the statements on ethical professional practice and behavior of the Council of International Schools and the National Association for College Admission Counseling.
- Due to space restrictions, we will be unable to permit any institutional floor displays at the college fairs. Promotional giveaways are also not permitted.

Cancellations/Penalties:

Fees will be assessed for cancellations in the following manner:

<u>Date of Cancellation</u>	<u>Refund Policy</u>
On or before August 15th	Full refund of the total tour fee, including \$1000 tour deposit
After August 15th through September 15th	50% of the total tour fee is refundable, less the tour deposit of \$1000 and any unrecoverable tour expenses.
After September 15th	No refund

Wren & Fida International will only accept **written** cancellations.

APPLICATION DEADLINE

July 15, 2010

Please send the completed application form along with your
US\$1000.00 deposit made payable to CIS to:

Council of International Schools ~ CIS
Office of Higher Education
401 E. State Street, Suite 405
Ithaca, NY 14850
Tel: 607.272.5758 • Fax: 607.272.5051
Email: cisus@cois.org

For further *program information* contact:

Jonathan Edwards, Tour Director
Associate Dean of Admissions
Grinnell College
Grinnell, IA 50112-1690
Tel: 641.269.3600 • Fax: 641.269.4800
Email: edwardsj@grinnell.edu

For any questions concerning the *travel arrangements* contact:

Susan Albrecht, Tour Manager
Managing Director
Wren & Fida International
320 East 900 South
Salt Lake City, UT 84111
Tel: 801.364.4481 / 888.303.4481 • Fax: 801.364.4330
Email: salbrecht@wfintl.com