CIS Student Recruitment Tour | China

9 - 24 March 2018

Shanghai
Hangzhou
Wuxi
Changshu
Ningbo
Guangzhou
Shenzhen
Qingdao
Shenyang
Beijing
Hong Kong
What makes CIS tours unique?

CIS tours have stood the test of time. CIS is a non-profit organisation 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 high quality 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 interactions with admissions professionals from other CIS member institutions allow you to learn from the others, share ideas and build your network.

“The timing of CIS China tour couldn’t have been any better. I was able to yield many of our admitted students and recruit from the 10th and 11th graders at the schools we visited. In addition to the great selection of schools, the counselor workshop was another highlight! The Tour Director and Manager did a great job, and everything ran smoothly.”

-Maggie Brackenridge, University of Massachusetts
MEET THE TOUR DIRECTORS

TOUR DIRECTOR

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. David has worked at St. Olaf for thirteen years and has actively recruited in China for the past six years. He has served on the CIS Asia Committee since 2013 and he led the CIS China Tour in 2015. His goal for the tour is to provide college and university representatives with meaningful opportunities to connect with college counsellors, prospective students, and their families.

ASSISTANT TOUR DIRECTOR

Marylyn Uhnak
Associate Vice President and Chief of Staff
Hobart and William Smith Colleges
+1-315-781-3750
uhnak@hws.edu

Marylyn Uhnak is the Associate Vice President and Chief of Staff at Hobart and William Smith Colleges. Marylyn spent the majority of her 15+ year career working in Admissions and Enrollment at both Hobart and William Smith Colleges and Wells College. Marylyn has served on the CIS Asia Committee since 2016 and is excited to assist David Wagner with the Spring 2018 CIS China Tour.

TRAVEL SUPPORT

Brett Steele
Wren & Fida International
bsteele@wfintl.com

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## TENTATIVE ITINERARY

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<tr>
<th>Day</th>
<th>Date</th>
<th>Location</th>
<th>Activities</th>
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<tr>
<td>FRI</td>
<td>09 Mar</td>
<td>Shanghai</td>
<td>Individual Arrivals. Overnight in Shanghai.</td>
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<td>SAT</td>
<td>10 Mar</td>
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<td>Orientation meeting. Counsellor reception. Overnight in Shanghai.</td>
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<td>12 Mar</td>
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<td>School visits in Shanghai. Overnight in Shanghai.</td>
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<td>TUE</td>
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<td>Train to Hangzhou. School visits in Hangzhou. Train to Shanghai. Overnight in Shanghai.</td>
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<tr>
<td>FRI</td>
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<td>Guangzhou</td>
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<td>SAT</td>
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<td>Individual departures.</td>
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DESTINATIONS
Shanghai, Hangzhou, Wuxi, Changshu, Ningbo, Guangzhou, Shenzhen, Qingdao, Shenyang and Beijing, CHINA; Hong Kong, SAR CHINA

TRANSPORTATION
All flights will be coach/economy class. For regular tour participants, transportation begins in Shanghai and ends in Beijing. International flights outside of this itinerary are not included, though Wren & Fida can assist you with flight booking.

ACCOMMODATIONS
Fifteen (15) nights at first class hotels, single rooms, taxes, breakfast and internet included. Hotel list will be posted to the Wren & Fida website.

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.

ORIENTATION/DEBRIEFING
Orientation meeting in Shanghai and debriefing in Beijing.

MEALS
Daily breakfast. Counsellor reception in Shanghai and counsellor event meal in Hong Kong. Closing dinner in Beijing.

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

PASSPORTS/VISAS
The cost of the standard China visa, required for all U.S. citizens, is included in the price of the tour.

COUNSELLOR PROGRAMMES
Counsellor reception in Shanghai and counsellor workshop in Hong Kong.

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.

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.

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 and school counsellors.
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 Council of International Schools 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 travelers 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 traveling 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 travelers 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 authorise 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.
COST OF PARTICIPATION
USD 12,255

PRIOR ITY APPLICATION DEADLINE
15 DECEMBER 2017

PAYMENT & REGISTRATION
• 15 December 2017 - Tour application with USD 1,100 deposit (excl. VAT) is due to CIS. Participants must meet the conditions for participation and application deadlines in order to be considered.
• 5 January 2018 - Balance of USD 11,155 is due to Wren & Fida. There is a late fee of 5% assessed after 5 January.
• Tour price and itinerary are subject to change due to: revaluation of the U.S. 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 15 December: 100% of the tour balance is refundable, including the USD 1,100 tour deposit.
• Cancellations between 16 December and 5 January: 100% of the tour balance is refundable, less the USD 1,100 tour deposit and any unrecoverable tour expenses.
• Cancellations between 6 January and 30 January: 50% of the tour balance is refundable, less the USD 1,100 tour deposit and any unrecoverable tour expenses. No refund will be made if cancellation is received after 30 January.
CONTACT THE TEAM

CIS Higher Education Services
HigherEducation@cois.org
www.cois.org