

1. PURPOSE

The American University of Paris' Cultural Program Office collaborates closely with faculty to organize study trips that enhance the student learning experience. To streamline the planning process and to ensure clarity and consistency for participants, this policy describes the terms of enrollment, payment, cancellation, visa requirements, and financial aid for study trips and cultural excursions.

2. WHO IS AFFECTED BY THIS POLICY

Students and guest registered for study trips and cultural excursions.

3. POLICY STATEMENT

FALL AND SPRING SEMESTERS

REGISTRATION

Students register for study trips as they do for academic courses (online through the registration portal on MyAUP Student Services: MyAUP > My Account > My Student Services > Registration). In order to find a study trip in the portal, enter "Cultural Program" in the department field. A list of all study trips offered for the specified semester will appear. The registration window is open for study trips during the week of DROP/ADD. The last day of DROP/ADD constitutes the last official day of study trip registration. After DROP/ADD, students may contact the Cultural Program Coordinator directly to register for a study trip, though availability is not guaranteed.

PAYMENT

When a student registers online for a study trip, the cost of the trip is automatically billed to the student's account in the same way tuition is billed. See Student Accounting Services for details about the student account and related charges. Payment for study trips is due as soon as the Cultural Program Coordinator confirms the trip for registered students via email, and no later than the date of departure. Student Accounting Services reserves the right to block transcripts & registration because of outstanding balances due to study trips. As with tuition, payment can be made [online by credit card](#), via bank transfer, or in person with cash/check. IMPORTANT: All outstanding balances to the University result in blocked transcripts. There are NO exceptions for Cultural Program activities and study trips.

CANCELLATION

IMPORTANT: The last day to cancel and remove the charge of the study trip from the student's ledger is the last day of DROP/ADD. A student who has not dropped the study trip in the online registration portal by the last day of DROP/ADD is considered to be registered and will be held responsible for the entire cost of the trip. If registered in a study trip after DROP/ADD, the student will be charged for the entirety of the trip even if he/she does not attend the trip or withdraws from a course with a study trip. Some exceptions may apply in extraordinary circumstances. The cancellation deadline is extended for eligible students pending their Coup de Pouce award notifications. See the Cultural Program Coordinator for more information.

PRIORITY FOR PARTICIPATION

Students registered in the corresponding course(s) of a study trip are given priority for participation on study trips. If enrollment exceeds the number of pre-booked spots, the Cultural Program Coordinator does her best to add extra spots to the trip. This is not always possible due to outside restraints (flights, hotels, etc.). In this case, students registered in the corresponding course(s) will be given priority and those who are dropped from the trip are not responsible for the cost of the trip. If there are not enough spots for everyone from the course(s), the date & time of registration will be taken into consideration.

OUTSIDE PARTICIPANTS

Individuals who are not current AUP students but who would like to participate in a study trip or activity must make a request directly to the Cultural Program Coordinator no later than the study trip registration period of DROP/ADD. Participation is subject to availability. Unless otherwise agreed and established, outside participants pay the same fee as AUP participants. Payment for the Cultural Program activity is the only way to guarantee an outside individual's participation in the study trip.

EXCUSED ABSENCES

The Office of Academic Affairs excuses students registered in a class corresponding to a study trip from attending classes during the dates of the study trip, if they are attending the trip. If the time of departure or arrival allows a student to attend class before leaving or after returning from a study trip, the student may be expected to do so and must be in contact with his/her professor to make sure this is clear for both the professor and the student. The Office of Academic Affairs does NOT officially excuse students who are registered for a study trip but not registered in the corresponding class. Students must contact their professors before registering for a trip to confirm that the professors will permit the absence. The Cultural Program Office cannot issue refunds for trips if a student decides to cancel after the DROP/ADD deadline because a professor cannot excuse the student's absence from class.

ACCOMMODATION, TRANSPORTATION & SPECIAL ARRANGEMENT, REQUESTS

In most cases, students share accommodation in sets of twin, triple, and quad (or more, in specific circumstances), depending on the establishment and trip budget. The Cultural Program Coordinator sends a confirmation email at the beginning of the semester, which will include information about accommodations. Students may submit rooming requests. In most cases, transportation is reserved in advance by the Cultural Program Coordinator in order to secure the best possible times according to the professor's schedule and to obtain the best possible prices. Students who wish to arrange their own lodging or transportation or who have specific requests must make this clear upon registration for a trip, by contacting the Cultural Program Coordinator and submitting the request in writing via email. Special arrangements pend approval by the Cultural Program Coordinator and in certain cases, the accompanying professor. The Cultural Program Office will do its best to accommodate special requests, but please note that these may not always be possible because of trip-specific, reservation, and/or budget restraints. In all cases, students will be charged for group and professor-related fees. Students are responsible for any extra cost associated with a special arrangements.

CULTURAL EXCURSIONS, ACTIVITIES & TICKETS

Students sign up for Cultural Excursions, Activities, and Tickets through the [Cultural Program](#) website. In order to sign up, the student must pay the full amount of the excursion or ticket. Once payment is made, no cancellations or refunds are possible. A student may sell his/her ticket or seat to someone else and the Cultural Program Office will do its best to help the student find a buyer; however, the student is solely responsible for the financial transaction.

CARTE DE SÉJOUR

Any student who registers for a cultural excursion or study trip that involves travel outside of France must have proper documents to travel and/or must correctly fulfill the Carte de Séjour requirements by providing the necessary documents to the Student Immigration Services Office at the start of the semester. If the student has not met the requirements by the date of travel, he/she is unable to travel and will be held responsible for the cost of the trip. There are no exceptions to this rule. Students should see the Student Immigration Services Office to ensure that proper documents to travel are in place, and should notify the Cultural Program Office upon registration of any uncertainty.

VISAS

Students are responsible for knowing the visa requirements for their nationality for travel outside of France. If a visa is required, the Cultural Program Office can provide a letter that attests to the student's participation in a University sponsored tourism trip. This can be taken to the embassy or consulate of the relevant country as part of the application to obtain a visa. The Cultural Program Office recommends that students, once registered for a trip, contact the relevant embassy or consulate as soon as possible to confirm the visa requirements, the cost, and time needed to deliver the visa. Any student who is unable to participate in a trip because of failure to complete visa arrangements will be held responsible for the cost of the trip.

CONDUCT

Any behavior on Cultural Program study trips or excursions that violates either the University's Standards of Conduct or local legislation is prohibited and can result in disciplinary action. In extreme cases, students may be asked to leave the group and return home. See The American University of Paris Course Catalog for more information.

REGISTRATION AND POLICIES FOR SUMMER TRIPS & EXCURSIONS

ONLINE REGISTRATION FOR ACTIVITIES/EXCURSIONS

Students may sign up for activities and/or excursions via the online registration window in the Student Portal. Filter Cultural Program events by selecting "Cultural Program" in the department field; check the activities in which the student wishes to participate; and click "Process Registration". The activity/excursion will be added to the student's course list.

By registering online for a Cultural Program activity, the student agrees to the payment, cancellation, and refund policies stated below. Each student is responsible for making sure he/she can go on the trip—no exceptions apply for cancellations related to missing classes or conflicting schedules. Space on an activity or excursion is reserved upon registration for the event. Activities/excursions are filled on a first-come, first-served basis. If an activity/excursion is full, you may contact the Cultural Program Coordinator in writing via email to be put on the waitlist.

PAYMENT POLICY

Upon online registration, the cost of a Cultural Program activity/excursion is automatically billed to the student account and is paid the same way as tuition and fees. Payment can be made online with credit card or in person with credit card/cash/bank or travelers check. Bank transfers are also possible—please contact Student Accounting Services directly for information.

Payment for Cultural Program activities must be made before the beginning of the summer term and in all cases before the date of the event. Debts to the University related to Cultural Program activities result in blocked transcripts. All trip and activity fees include VAT.

CANCELLATION AND REFUND POLICY

Cancellation of a cultural program activity must be done by e-mail request to the Cultural Program Office. Refunds are based on the date on which the Cultural Program Office receives the email request, according to the schedule below:

100 percent—more than 30 days prior to departure date of event.

50 percent—from 29 days to 15 days prior.

No refund less than 14 days before the activity, event, or excursion.

4. RESPONSIBILITIES

The Cultural Program Coordinator, with the support of the Dean of Student Development, is responsible for this policy. The following AUP offices and staff are responsible for ensuring the smooth implementation of this policy.

- Cultural Program Coordinator
 - Main contact for students about study trips, excursions
 - Organizes trips in close collaboration with faculty
- Dean of Student Development
 - Head of department
 - Makes decisions on exceptional refunds, specific requests, or incidents
- Student Accounting Services
 - Main contact for students regarding trips payments
- Student Immigration Services
 - Main contact for students to check if they have proper documents to travel. However, the Office of Student Immigration Services is not responsible for the specific visas required for study trips.

5. DEFINITIONS

Study trips: Trips led by AUP faculty members in order to closely complement a student's academic experience while at the University. The trips are organized by the Cultural Program Office in deep collaboration with faculty members so that trips carefully coincide with the courses.

Coup de Pouce: Fund which provides financial aid to students in need who are registered in classes with study trips. The grants are funded in most part by AUP's operational budget and by the generous donations of alumni and parents.

6. APPROVALS & HISTORY

Reviewed and approved August 2017. Reviewed November 2020 (no changes). Next review will be in November 2023.

7. ISSUING OFFICE AND CONTACT

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