

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 guests 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). 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 Office directly to register for a study trip, though availability is not guaranteed.

If registration for a trip is full, the Cultural Program Office will provide an online link to the registration/waitlist procedure. By signing on the waitlist, students are giving their consent to be officially registered for the stated study trip when an open spot is available. If the student's participation is confirmed, the student will receive an email from Cultural Program Office during the 3rd week of the class.

If a student registered through the waitlist, it is the responsibility of the student to cancel their registration in a written email (to culturalprogram@aup.edu), before the last day of the Add/Drop Week. After this date, the student is registered and will be charged full trip cost if the trip is officially confirmed.

If this contract is signed after the last day of Add/Drop Week, the student has no possibility of canceling their registration. The student will be charged for the full cost when the trip is officially confirmed.

Failure to contact the Cultural Program Office is not a cancellation of the registration.

When students register for more than 2 study trips, approval of the Office of Academic Affairs is required.

CONFIRMATION AND 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 of all confirmed study trips is due at the end of the third week of class. Student Accounting Services reserves the right place a registration hold on the student account because of outstanding balances due to study trips. Payment can be made online by credit card

(<https://my.aup.edu/payment/study-trip>).

IMPORTANT: All outstanding balances to the University result in a diploma block and/or aregistration hold. 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 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 they do not attend the trip or withdraw 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 Manager for more information.

COUP DE POUCE

Coup de Pouce is open to full-time and part-time students. Part-time students must be pursuing a full Bachelor's or Master's degree at AUP. Students auditing courses connected to study trips may apply only if they are degree-seeking students at AUP. Students may apply for funding for up to two study trips per semester. Awards are separate for each study trip and cannot be transferred from a canceled trip to another trip.

Applications are evaluated based on financial need, essay quality, GPA, major or minor, and student involvement at AUP.

Coup de Pouce applications are reviewed by two sub-committees, for undergraduate and graduate applicants.

Students must be registered in both the corresponding academic course and the study trip for which they are requesting Coup de Pouce.

After receiving the application result, students must notify the Coup de Pouce Committee by email to confirm or cancel their award and participation. Failure to communicate a decision means the student remains registered for the trip and responsible for the trip cost, with any awarded funding deducted if applicable.

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 Manager 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 their 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 Office sends a confirmation email at the beginning of the semester, which will include information about accommodation. Students may submit rooming requests. In most cases, transportation is reserved in advance by the Cultural Program Office 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 Manager and submitting the request in writing via email. Special arrangements pend approval by the Cultural Program Manager 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 arrangement.

CULTURAL EXCURSIONS, ACTIVITIES & TICKETS

Students sign up for Cultural Excursions, Activities, and Tickets through the Cultural Program website. 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, they are 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 the 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.

MINORS

Minor students should not register a trip outside of the French Territory until they have clarified their residency in France with the AUP Student Immigration Services.

Students who are issued a visa "Mineur scolaire" are covered with this visa that legalizes their stay in France (and which allows them to travel and to legally re-enter France from abroad) until their 18th birthday.

If a student turns 18 before the semester/ upon arrival/or within the semester, they must start a residency application to apply for a residency permit ("Titre de Séjour Etudiant").

Please take into consideration that the French Authorities may take time to process requests. **During that period, students must be aware they are not advised to leave France until they are granted with new card in case of re-entry issues.**

CONDUCT

Students who are on non-academic probation as a result of any conduct violation or housing conduct violation may not be eligible to participate in study trips for the duration of the probation period. Participation may be reconsidered once the probation period has ended.

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.

SUMMER TRIPS & ACTIVITIES

ONLINE REGISTRATION FOR SUMMER TRIPS

Students may sign up for trips via the Cultural Program website.

By registering online for a Cultural Program trip, the student agrees to the payment, cancellation, and refund policies stated below. Each student is responsible for making sure they can participate in the trip—no exceptions apply for cancellations related to missing classes or conflicting schedules.

Summer program trips are filled on a first-come, first-served basis.

If a trip is full, a student may contact the Cultural Program Office in writing via email to be put on the waitlist.

ONLINE REGISTRATION FOR SUMMER ACTIVITIES

Students may sign up for activities via the Cultural Program website.

To sign up for summer activity, students must pay the full activity price online. Once the payment is complete, no cancellations or refunds are possible. A student may sell their ticket or seat to someone else with the assistance of the Cultural Program Office, but the transaction is solely the student's responsibility.

Summer program activities are filled on a first-come, first-served basis. If an activity is full, you may contact the Cultural Program Office in writing via email to be put on the waitlist.

PAYMENT POLICY FOR SUMMER TRIPS AND ACTIVITIES

Upon online payment, students are registered for the Cultural Program trip or activity.

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. All trip and activity fees include VAT.

CANCELLATION AND REFUND POLICY

CANCELLATION AND REFUND POLICY FOR SUMMER TRIPS

Cancellation of a summer day trip 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 45 days prior to departure date of the trip

50 percent—from 44 days to 30 days prior.

No refund less than 30 days before the departure date.

CANCELLATION AND REFUND POLICY FOR SUMMER ACTIVITIES

There is no cancellation of Cultural Program activities after the payment is complete and refunds are not possible. A student may sell their ticket or seat to someone else with the assistance of the Cultural Program Office, but the transaction is solely the student's responsibility.

4. RESPONSIBILITIES

The Cultural Program team, with the support of the senior Student Life Leadership re responsible for this policy. The following AUP offices and staff are responsible for ensuring the smooth implementation of this policy.

Cultural Program Manager

Main contact for students about study trips, excursions

Organizes trips in close collaboration with faculty

Associate Vice President for Student Life

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

Last Review: June 2026

Next Review: June 2028

7. ISSUING OFFICE AND CONTACT

AUP Cultural Program

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The American University of Paris