

Four Application Periods

JANUARY 2020

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

FEBRUARY

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

January 13 - Financial Aid Application deadline (postmarked or emailed): Needed - Financial Aid Application form + full Application Packet including \$30 Application Fee but NOT \$1300 Program Deposit.

January 31 - Early Application Period: Fully-completed applications with Program Deposits submitted by this date will be processed in early February. Applicants accepted from this early period will also receive a 25€ credit at the Institute's Café Bar.

February 28 - Regular Application Period: Postmarked or emailed by **February 28**. Fully-completed applications with Program Deposits will be processed in early March.

March 1 - Last-Minute Application Period (+\$35 added to Final Payment if accepted): Beginning **March 1**, applications are welcome as space remains available. If additional airfare charges are required, JLI will confirm with you before booking.

How to Apply

- Application Materials:** For Master Application Checklist, the Application itself, and related Application forms, go to www.chezvoussummer.com and click on APPLY. *Complete the Application form and Master Checklist* (we know it's a lot of stuff, but everything is important! - please note that we can process only completed application packets that contain all the materials).
- Deposit:** Please make out a check for \$1300 Program Deposit plus \$30 non-refundable Application Fee (\$1330 total - same in CAD) to "Jacques Lefevre Institute." (This can also be paid online at www.chezvoussummer.com.)
- Verify:** Please keep a *copy* of the Master Checklist, ensure that your French professor has signed the front page of your application and that your ID photos are included in the Application Packet.
- To JLI:**
 - Put everything in an envelope and mail to: Institut Jacques Lefevre
PO Box 448
Wheaton, IL 60187

OR scan and email packet documents to:
normandy@chezvoussummer.com
(Use this subject line in your email:
Chez Vous 20 Application - "YOUR NAME")
 - Pay deposit online, or mail check to Wheaton at address above.
- Final Payment Deadline:** April 13 - Postmark deadline for final payment of both Program and Supplemental Services Fee — invoice enclosed in Acceptance Packet. Beginning April 14 please add \$1 per day to this payment.

If Accepted . . . you will receive an **Acceptance Packet** email containing:

- Program reservation confirmation
- Trip and Packing information
- Contact information in France for you and family
- Invoice for Final Payment, including Supplemental Services such as health insurance, travel options, Head-Start fees, or food preference restrictions.

After final payment arrives, you will receive a **Travel Packet** email containing . . .

- Flight E-ticket and itinerary
- Instructions for arrival and pickup in France
- Emergency calling and contact info

Cancellation Refunds

- after Acceptance letter is postmarked to you

Through February 29: Full refund

Through March 30: Full refund less (Direct Costs + \$500)

Through April 30: Full refund less (Direct Costs + \$1000)

After April 30: Full refund less (Direct Costs + \$1500)

(wait-listed students not accepted will receive full refunds)

Direct Costs are expenses already incurred by the Institute on behalf of the student, which can include non-refundable airfare. However, the Institute makes every effort to recover as much as possible in refunds for Direct Costs which are then passed back to the student. An additional refund of up to \$500 is also added to the amounts above for cancellation due to the unfortunate circumstances of a medical difficulty (Doctor's note) or death in the student's immediate family.



The Jacques Lefevre Institute

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www.chezvoussummer.com

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NORMANDY

HOME OF THE
JACQUES LEFEVRE INSTITUTE