

APPLICATION INSTRUCTIONS
December 27, 2011– January 7, 2012

PLEASE READ ALL INFORMATION PRIOR TO COMPLETING THE APPLICATION

Your completed ORIGINAL application, all other forms, and payments must be mailed to:

McKinley/Intercambio

321 North Seventh Street

Terre Haute, IN 47807-3001

Phone (812) 232-0186

Fax: (812) 242-2277

1. To be given consideration, your completed Application and Emergency Information Forms must be received in the Intercambio Cultural Maya office by Wednesday, **October 15, 2011**. With those forms, you must include a **deposit of \$550.00**. Make checks payable to: **McKinley/Intercambio**.
2. **Fees** – The \$1095.00 fee includes lodging (from December 27, 2011 through and including January 6, 2012), food (some exceptions), a handmade hammock to use and take home, and ground transportation in Mexico beginning at a hotel in Cancun and ending at a hotel in Puerto Morelos (hotels to be named later). Not included in the fees are the roundtrip airfare to Cancun, the ground transportation between the Cancun International Airport to the Cancun hotel, and the ground transportation from the hotel in Puerto Morelos to the Cancun International Airport (these expenses are the responsibility of the participant). *PLEASE NOTE: This trip officially begins at 7:00 am at the designated Cancun hotel on December 28, 2011, and ends at 5 pm January 6, 2012 at the hotel in Puerto Morelos. Any other services arranged for participants before or after these dates and times are provided as a convenience and are not a part of the official Intercambio Cultural Maya trip.*
3. INTERCAMBIO trips fill quickly. Please send application forms, emergency form and deposit soon. **EARLIEST APPLICATIONS ARE GIVEN PRIORITY**. If you are accepted as a participant, you will be notified by mail. **INTERCAMBIO RESERVES THE RIGHT TO REFUSE ANY APPLICATION**.
4. After October 15, 2011 a complete refund of registration fees will not be possible in the event of your cancellation. Every attempt will be made to refund as much as possible without affecting the cost for the balance of the group.
5. If you are under 18 years of age during this trip, you must: (1) be a college or university student; or (2) be a family member traveling with at least one parent with the parent assuming responsibility for the behavior and supervision of you as the minor; and (3) you will need to have completed **two original** signed and notarized **Parental Consent and Authorization Forms**. Both parents' signatures are required on **each** form even if one or both may be going on the trip.
6. Since availability of affordable tickets may be severely limited due to the present economic conditions of the airlines, once accepted as a participant, secure your ticket promptly and send your itinerary to the Intercambio office by mail or e-mail by the deadline.
7. Your registration is not complete until all of the following requirements are met. All requirements must be met completely in order to be a participant. *Keep this form for your convenience in order to track your progress in meeting the deadlines.*

REQUIRED ITEMS (To be sent to Intercambio office)

ORIGINAL signed Intercambio APPLICATION

ORIGINAL EMERGENCY INFORMATION FORM

\$550.00 DEPOSIT

Health Care Worker Information Release Form (If applicable)

FINAL FEES INSTALLMENT OF \$545.00

4 Color or Black and White Photocopies of **PASSPORT** and **PHOTO ID**

(All 4 copies of each must be clear and recognizable)

ORIGINAL Intercambio HEALTH FORM signed by participant AND physician

(May take a month to complete immunizations – start immediately after acceptance)

COPY OF FLIGHT ITINERARY

2 Parent Consent and Authorization Forms (If applicable)

Deadlines (Check when done)

Oct. 15, 2011 ____

Oct. 15, 2011 ____

Oct. 15, 2011 ____

Oct. 15, 2011 ____

Nov. 1, 2011 ____

Nov. 1, 2011 ____

Nov. 21, 2011 ____

Nov. 21, 2011 ____

Nov. 21, 2011 ____

Keep this form to help you complete your registration on time. It is important for you to keep a photocopy of all the above original documents for your records. This is important in the event the original documents are lost in the mail.

FOR YOUR PROTECTION: Past experience has convinced Intercambio to recommend that you send all forms and payments by Priority Mail with Delivery Confirmation or Certified Mail so lost mail can be tracked more easily.