

DOUGLAS COLLEGE

Scotland Field School – Summer 2020

Program Dates*

Classes start: Monday, May 4

Group departure date: Sunday, May 31

Program dismissal in Edinburgh: Wednesday, June 24

*subject to change

Number of students: 16 minimum; 20 maximum

Estimated Program Fee: \$3,900 if 20 students going; **\$4,000** if 16 students going

- Fee includes all accommodations; all breakfasts; one lunch, admission to all program related field trips; airport transfer in London; transportation from London to Edinburgh; and train transportation to Stirling, and Tantallon.

- Fee excludes passport and visa application costs, Douglas College tuition and other student fees, airfare, mandatory travel medical insurance, airport transfers in Vancouver, transportation in the UK except where mentioned above, all lunches except one, all dinners, and personal spending.

Eligibility Requirements: To be considered for admission into the field school, each applicant must submit a complete application and also meet the following selection criteria. Specifically, the applicant must

- be in good academic standing.
- complete this application in full and submit it by the final application deadline. It is possible that the program fills before then. Please refer to the Acceptance Process below for more information.
- be legally able to travel to the United Kingdom, and be able to obtain the appropriate visa as necessary.
- have, or will have, a passport that will be valid for at least 6 months after they plan to return to Canada after the program ends. For example, if they plan to come home on July 1st, their passport needs to be valid at least until January 1st, 2021.
- provide two references, one of which must be from a Douglas College instructor and both of which must speak to the applicant's ability to succeed in the program.
- submit a statement of interest that indicates the ways in which they believe they will be able to succeed in the program.

Acceptance Process:

- Once 20 complete applications have been received (this could happen before the application deadline!), or a minimum of 16 complete applications by the final application deadline, each applicant will be contacted by the faculty team for an interview. Applicants will then be granted admission to the program upon their successful completion of this interview.
- Any complete applications received after the initial batch will be placed on a wait list. These applicants will be notified in order of their application dates should any seats become available. They will be granted admission to the program upon their successful completion of an interview conducted by the faculty team.

Application Deadlines:

- **Early Bird** – Get \$100 off the final Program Fee if complete application is received by **Friday, November 29, 2019**
- **Final** – **Friday, January 31, 2020**
- **Extended Final** – **Wednesday, February 19, 2020**

Submission Information:

Applications are to be complete and submitted as **ONE ATTACHMENT in PDF format. How?**

1. Print out your completed form, Statement of Interest, Resume, and Unofficial Transcript.
2. Go to a scanner in the Library or the DSU Office.
3. Arrange the sheets in order and place in the machine's feeder.
4. Set the scanner to email the scan to global@douglascollege.ca. Press the "Start" button.

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1. Personal Information – Please provide in the spaces below.			
Last Name:		First Name:	
Student Number:		Birth Date: <i>d d / m m / y y y y</i>	
Program of Study:			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary	Citizenship(s):		If you are not Canadian, are you a Permanent Resident of Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email address:			
Cell Phone:		Home Phone:	
Street Address:			
City:	Province/State:	Postal Code/Zip Code:	Country:

2. Application Checklist – Please ensure your application is complete before submission.			
<input type="checkbox"/> a) Completed application form			
<input type="checkbox"/> b) Deposit and payment – I have read, understood, and will pay the deposit as outlined here: i) After an application has been received by the Global Engagement Office, they will request a charge of \$500 to be put on the applicant’s account (\$400 for early-bird applicants). ii) The Global Engagement Office will notify applicants once this charge has been placed so applicants can pay. iii) Payments must reach Douglas College within 5 business days of the date of charge notification . iv) The deposit can be paid in person at the New Westminster or Coquitlam campus’ Registrar’s Office, by cheque made out to “Douglas College”, or by VISA / MasterCard; or paid as a bill payment via online banking . v) This deposit is refundable only if the applicant does not get accepted to the 2020 Italy Field School, or if Douglas College cancelled the program.			
<input type="checkbox"/> c) Statement of Interest – Please attach a statement of 500-750 words that tells the ways in which you believe you will be able to succeed in the program.			
<input type="checkbox"/> d) Resumé			
<input type="checkbox"/> e) Unofficial post-secondary transcript(s) <ul style="list-style-type: none">- You access this by logging in to your Douglas College account.- Please print a copy, and include it when you scan your application for submission.- If Fall 2019 is your first semester in post-secondary, please submit this as soon as you receive your Fall 2019 grades.			

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2. Application Checklist continued – Please ensure your application is complete before submission.

f) References

List TWO individuals who are willing to act as referees and who will be able to speak to your suitability to take part in an international field school. Specifically, you should ask them to speak to your ability to work in groups, an ability which is central to success in a field school environment. Note that at least one of your referees must be a Douglas College instructor, while the other referee should be someone in a position of authority who knows you well and can evaluate how well you work in a group environment (e.g. a coach, a work supervisor, a former high school teacher who sponsored a club to which you belonged, etc.).

To facilitate this process, reference forms have been made available to you to forward to your referees to complete. It is your responsibility to ensure that these forms are submitted correctly and in a timely manner. Submission information can be found on the form itself.

Name of Referee #1	Title	Organization
Name of Referee #2	Title	Organization

3. Travel Ability: I confirm that I am legally able to travel to the United Kingdom.

4. Application Declaration

I, the undersigned, certify that all statements on this application are true and complete, and that no information has been withheld. Completion of this signed application permits Douglas College to request and/or confirm any information necessary to support my application.

I agree to familiarize myself with the host country's culture and the program's risks and expectations and to attend all pre-departure sessions as required by the program. I understand that there are many risks involved with international travel and I agree to assume those risks. I understand that there is a possibility of this program being canceled at any time should Global Affairs Canada issue an "Avoid Non-Essential Travel" or higher advisory for the location to which I am traveling.

In signing this application for Douglas College's 2020 Scotland Field School, I understand that this information, along with subsequent information placed in my student records will be used for the purposes of registration in the field school courses, research, alumni and development, student association and other purposes consistent with the mandate of Douglas College.

Applicant signature

Date *d d / m m / y y y y*