

Learning Across America Policies

- **Credit policy:**

Each of our courses carries credit for **45 hours or 4.5 CEUs**.

In order to obtain credit, participants must attend all classes and the tour, and complete all the homework. If a student misses a class, does not complete the homework, or misses the tour, that student will not earn any credit.

Therefore, you must be certain **before** you register that you can attend **all** the classes and go on the tour.

- **Refund policy:**

If you would like a refund as you have to drop the class, you must **email us requesting the refund** before we can process it.

- 100% refund before the first day of class
- 50% before the second class
- 0% after the second class

Please note: tuition includes classroom instruction and the tour (transportation and hotel)

- **Attendance policy:**

In order to obtain full credit, you must:

- Arrive for the beginning of the class
- Get back from the break on time
- Stay until the end of the class

- **Paperwork:**

When you have successfully completed the course, you will receive your **certificate**, either:

- on the bus returning to your home destination if you travel by bus
- at the end of your course if you fly to your destination

We will also fill out, if you email it to us before the end of your classes:

- paperwork for your au pair agency
- Kindergeld forms

These will be returned to you in the envelope with your certificate

- **Visas**

If you are travelling to Canada, to Montreal or Niagara Falls, you may need a visa (check at the Canadian Consulate website: <http://www.cic.gc.ca/english/visit/visas.asp>)

It may take THREE MONTHS OR MORE for the Canadian authorities to process your application.

Students traveling to **Niagara Falls** who need a visa should plan to stay on the United States side of the border in case their visa does not come in time. Credit hours are not affected by staying on the U.S. side of the border.

Students travelling to **Montreal** do not have the option of staying on the U.S. side of the border. If you do not receive your visa in time for the Montreal tour, you will not be entitled to any refund either from BMCC or Cultural Hi-Ways.