



Custom Program Request Form

Dear Teacher,

You have indicated that you would like to design your own custom travel program. Before planning your itinerary, please consider the following **requirements** and **suggestions**. Then, please complete the entire two-page Custom Program Request Form and fax or mail it to ISE.

- **A minimum of 10 students** is required for a custom program. If student enrollment drops below 10, the group air contract will be endangered. This may change the air routing and fare, the travel dates, and the student price.
- **Price estimates are based on categories of projected student numbers** (e.g. 10-14 students, 15-19 students, 20-24 students, etc.). The final price is based on the category that reflects the actual group size at the time of final billing.
- **Travel days / dates:** airlines charge more for weekend travel (Fridays, Saturdays, Sundays); in general, airfares are higher in late March and April for spring groups. Flights may not be available on your preferred dates, so please indicate alternate dates. The more flexible your travel dates are, the better chance there is to find the most convenient flights for the best fares. Travel dates, airfare, airline and routing are not guaranteed until your group's flights are confirmed.
- **Family Stay:** Please plan your family stay toward the middle or later part of the program, including a full weekend if possible. In this way students are more motivated to practice their language skills prior to their family stay.
- **Daily travel:** ideal travel time is 2-3 hours. More than 6 hours of travel between overnight cities is not recommended.
- **Transportation:** for smaller groups (fewer than 20 participants), travel by train or public bus is usually more economical. Local excursions by chartered motor coach/bus can be arranged.
- **Overnight stays:** to avoid continuous packing and unpacking and feeling "on-the-run", it is advisable to stay at least two nights in each location. For large cities such as Paris, Madrid, Berlin or Mexico City we suggest 3-4 days.
- **Lunches and dinners:** even though group meals can be arranged by ISE, it is more engaging and economical for the students to seek out restaurants themselves in small groups. If you would like to include a **meal allowance** in your program price, please indicate the amount per student on the next page. Breakfasts are always included with hotel accommodations.
- **Personal expense money for the teacher** can be included in the program price. Amounts ranging from \$20 - \$50 per student are most common. If you would like to include this **leader stipend**, please indicate the amount per student on the following form.
- **Entrance fee / activity allowance:** with these funds you pay on-site for museum entrance fees, group tours, etc. Amounts typically range from \$40-\$100 per student.
- **ISE-arranged excursions / activities:** some group activities such as concerts and guided visits/tours for large groups must be arranged and paid for prior to your departure; please discuss these items with your program coordinator.
- Parents must sign the **Custom Program Acknowledgement Form** indicating they understand that the pricing and rules regarding refunds for custom programs differ from standard programs. ISE will provide this form with the program booklets. You may also download a copy from our website.

If you have any questions or need assistance while filling out this form, please don't hesitate to call us. Please allow your program coordinator one week to 10 days to prepare your custom program bid.

Happy Planning!
The ISE Staff



Custom Program Request Form

Name _____ School _____ Fax # _____

School address _____

School phone _____ School email _____

Home address _____

Home phone _____ Alternate email _____

Language _____ Country _____

Spring vacation or last day of school _____

Preferred departure/return dates _____
(Please give several alternatives and indicate if the dates are flexible.)

U.S. departure city _____ Foreign arrival & departure cities _____

Program length (days) _____ I prefer travel by motor coach / train / public transportation
(circle as applicable)

No. of students _____ No. of leaders _____ Desired program price range _____

Please check all items below that you want included in your custom program. Please write your proposed day-by-day itinerary on the following/reverse page.

(Please fill in blanks with the applicable number.)

- ISE-arranged Family Stay for total of ____ nights (minimum 5 nights)
- We will arrange our own Family Stay for a total of ____ nights
- Travel costs (airfare, hotel, land transportation) for ____ leaders
 - Leader hotel accommodations during *travel portion*: ____ single(s) ____ double(s)
 - Leader hotel accommodations during *Family Stay*: ____ single(s) ____ double(s)
- Student hotel accommodations for total of ____ nights (triple/quad occupancy)
- Leader stipend (personal expense money): \$____ per student (sent to you before departure)
- Entrance fee / activity allowance: \$____ per student (sent to you before departure)
- Meal allowance: \$____ per student (sent to you before departure)
- ISE-arranged meals: ____ lunches ____ dinners (as listed on the day-by-day itinerary)
- ISE-arranged excursions and/or activities (as listed on the day-by-day itinerary)
- Other: _____

Comments:





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Custom Itinerary

Accommodations: H = Hotel FS = Family Stay (Other: please specify on table below.)

Transportation: B = Bus (chartered motor coach) T = Train R = Train Reservations

ISE-Arranged Meals: L = Lunch D = Dinner (Breakfasts are always included)

ISE-Arranged Excursions/Activities: Specify only those excursions and activities that you want pre-arranged by ISE
 (Examples: Flamenco Show, Versailles Tour, Café Brit in San José, opera / ballet)

Day	Date	Overnight City	Accomm.	Trans.	Meals	ISE-arranged Excursions/Activities
01		<i>En route to _____</i>				
02						
03						
04						
05						
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23						

Note: The last day of your program is the day you return to the U.S.

Comments / Questions: