

BERRIDGE

SUMMER AND GAP YEAR ARTS PROGRAMS

Dear Creative Explorer Participant,

This letter is to confirm your official acceptance into Creative Explorer, our gap year program in Normandy, France. We are thrilled that you have decided to join us! This letter also confirms that you will be attending the Spring 2025 session. **The program dates are (DATES HERE).** Please read the following pages carefully as it contains information you will need to plan your trip to France.

This packet contains information about the program including tuition payment, arrival and departure dates and our Participant policies. Some dates for your forward planning:

Upon acceptance - Deposit of \$2500 is due.

90 days before your program start - Full tuition payment due. This is the last date to withdraw for a full refund minus a \$500 administrative fee. Please note there are no refunds after this date. If you enroll after this date, tuition will be due in full to secure your space.

30 days before your program start - Link to online forms packet to be sent out, due back on (DATE HERE)

30 days before your program start - Please purchase your flight on or before this date, particularly if you are using the staff meet and greet for arrival and need to share your flight information with us.

Two weeks before your program start - Group zoom pre-departure meet up.

There is a Participant Handbook to follow once it has been updated. In the meantime, should you have any questions at any time, please do not hesitate to get in touch. All the best and we look forward to meeting you in France!

Kind Regards,
Andrea Mardon

Andrea Mardon

Artistic Director
Berridge Programs www.berridgeprograms.co

BERRIDGE PROGRAMS
TUITION PAYMENT INFORMATION

The full tuition for the program is (TUITION AMOUNT). There is a \$2500 deposit due when you are accepted into the program to hold your space. Please note that this deposit is refundable up to our final tuition payment deadline minus a \$500 administration fee.

The balance of tuition is due 90 days before your program start date. There is no refund of fees after this date. If you have any questions or concerns about tuition payments or refund policies, please do not hesitate to get in touch.

PAYMENT INFORMATION

Bank Transfer

Our preferred payment method is by bank transfer. You will receive a Quickbooks invoice for your deposit after you confirm your acceptance. You will receive a second invoice for the balance of your tuition 30 days before the due date. You may pay your deposit by bank transfer by clicking "PAY NOW" on this invoice.

Credit Card

Please get in touch with our office if you would like to pay by credit card. Please note that you will need to add 3% to your tuition fees if you would like to pay by credit card.

If you would like to make a wire transfer, please get in touch for our full bank details.

TRAVEL INFORMATION - GETTING TO NORMANDY

Our program is in Normandy, France on the Cotentin Peninsula, about 20 minutes outside of Cherbourg. Our nearest airports are either Paris Charles de Gaulle or Paris Orly, about a 4-hour drive away. Our nearest train station is Valognes station which is 10 minutes from our chateau and is a 3-hour train ride from Paris Saint Lazare station.

Please note that participants assume all travel costs to and from the program including round trip flights, train tickets to and from Valognes station, any taxis to and from Paris train station and all hotel room costs before arrival day and after departure day.

Transport to and from Valognes train station on arrival and departure day is provided.

ARRIVAL DAY

The program starts on (START DATE HERE) at 9AM.

Participants have three options to get to Normandy on arrival day:

1. By train from Paris (member of staff will meet and accompany the group from Saint Lazare train station)
2. By car with a parent or family member
3. By arranging a Staff Meet and Greet at the airport the *day before* arrival day (you will then be accompanied to Paris Saint Lazare to join the train group above on arrival day)

The details for each option are outlined below.

FLYING INTO FRANCE

You will need to fly into France at least one day before arrival day and stay overnight in Paris or at an airport hotel before meeting the group to travel out to the program by train. If you are flying from the US, most flights depart the day before and land early in the morning so it will be too long of a trip to do it all in one day. Many of our students use arrival and departure as an opportunity to travel before and after the program, either in Paris or further afield in Europe, often with their families.

AIRPORTS IN PARIS

The two major airports are Paris Charles de Gaulle and Paris Orly. Paris Orly is the more manageable airport and the Paris Metro line 14 goes directly from Paris Orly to Saint Lazare station which is where the Normandy line trains depart. Please note that Orly is not an option if you are using the Staff Meet and Greet.

BOOKING YOUR FLIGHTS

You are advised to book your flights at least 4 weeks in advance of arrival day. Please be advised that you will need to book a round-trip flight, you will not be permitted to board a plane to France with a one-way ticket as they will need to see proof of your departure within the 90-day tourist allowance window.

TRAIN TO NORMANDY

Our nearest train station is Valognes train station. A member of staff will meet all participants taking the train out to Normandy at Paris Saint Lazare station on arrival day and accompany the group to Valognes station where our staff will pick the group up and take them to the chateau. The Normandy line trains run from Paris Saint Lazare station to Valognes station direct (stops but no need to change trains) and the train ride is about 3 hours. If you choose the group train option, you will receive instructions on how to book your ticket and what time to book about 4 weeks before your program start date.

ARRIVING BY CAR

Many of our participants choose to travel with family members before the program start in which case, you may find driving out to Normandy easier. Once you are out of Paris, the drive out to Normandy is easy with relatively little traffic. It usually takes between 4-5 hours. You will find our exact address to plan your car journey in the Participant Handbook.

STAFF MEET AND GREET

If you are a very nervous traveler and think you need support on arrival day, we can arrange for a member of staff to meet you at the airport. Please note that this is available at Paris Charles de Gaulle ONLY and you must arrive on the day *before* arrival day and then arrange a hotel stay that night. We will recommend a hotel for you to book which will be the same hotel as the staff member who picked you up at the airport. You will then accompany the member of staff the following day to Paris Saint Lazare station to meet up with other participants travelling out to Normandy by train.

Please reach out to Program Director Andrea Mardon at andrea@berridgeprograms.com if you feel you might require this kind of support on arrival day to discuss this option.

Please note that, unless you have arranged the Staff Meet and Greet, Berridge Programs assumes no responsibility for participants in Paris before the official start date and start time of the program.

DEPARTURE DAY

The program ends on (END DATE HERE) at 9AM.

Participants have three options for departure day:

1. By train from Valognes train station at 9AM to Paris on your own.
2. By car at the chateau with a family member.
3. By arranging for a staff member to accompany you to Paris by train and assist you in getting on your flight.

The details for each option are outlined below.

DEPARTING BY TRAIN

We will get all participants to the train station in Valognes for their departure. You will be advised four weeks before the program start date which train you should book. Likely this will be a 9AM train that will arrive in Paris by 12 noon. If you are flying out on the same day, we advise you to book your departing flight AFTER 4PM that day to make sure you have plenty of time to get to the airport by taxi from Saint Lazare station. You will depart by train on your own unless you have made arrangements to be accompanied by a member of staff (see below).

DEPARTING BY CAR

Parents are very welcome to come and pick their child up in Normandy on departure day. Please arrive before 10AM. We often have a showing of work that you are welcome to attend. This usually takes place on the night before the final night. Please get in touch for details about attending our Final Showcase.

STAFF ACCOMPANIED DEPARTURE

If you are a nervous traveler and feel that you need a staff member to accompany you to Paris on departure day, this can be arranged. You will depart by train with a member of staff around 9AM the morning of departure day and arrive at Paris Saint Lazare station by 12 noon. The staff member will accompany you to the airport by taxi and help you check in for your flight. If you are flying out on the same day, please book your departing flight AFTER 4PM to make sure you have plenty of time to get to the airport. Please note this available for flights out of Paris Charles de Gaulle ONLY.

If you cannot book a flight that departs after 4PM, you will need to plan to stay over at an airport hotel and depart the following day. If you need a member of staff to assist you the following day at the airport, you will need to pay for your hotel room *and* the room for the accompanying staff member.

Please note that, unless you have arranged the Staff Accompanied Departure, Berridge Programs assumes no responsibility for participants after the official end date and end time of the program.

OTHER TRAVEL ADVICE

PASSPORT

For those of you who already own a passport, open it today and check that it will not expire for at least three months past your departure from France. The Immigration authorities at the airport can refuse you entry for that reason alone. United States and Canadian citizens do NOT need a visa in order to enter the country but students from other countries should check with their airline.

VISA/TOURIST STATUS

You will be coming to France as a tourist, not as a student. As a tourist, you have a maximum stay of 90 days in any 180 days in the EU or "Schengen Area" which is known as your "Schengen Allowance." United States and Canadian citizens do NOT need to apply for any formal visa to enter France. Their Schengen Allowance is activated once they have cleared

customs and receive a stamp in their passport. Participants from other countries should check with their airline or consulate regarding necessary visas. If you have been on a gap year program in the Schengen Area prior to our program and you are concerned about your Schengen allowance, you can apply for a 3-6-month French tourist visa to attend our program. Please get in touch with us to learn about the application process.

ESSENTIAL ELIGIBILITY CRITERIA

The information below outlines the policies and procedures that guide our program and our expectations of our students while they are on our program.

- Participants must have a good level of English language proficiency as all of our programs are taught in English
- Participants must be open-minded and tolerant of the views and opinions of others
- Participants must be willing to follow the policies and procedures of the program
- Participants must be able to travel independently from their home city to Paris CDG airport
- Participants must have the ability to work and create both independently and collaborate willingly within a group
- Participants must be able to self-medicate without the aid of assistance
- Participants must be prepared to participate in and engage fully with the program which includes attending all group excursions, outings, and workshops
- Participants must be prepared for experiential learning in a variety of weather conditions including rain and cool weather
- Participants must be willing and able to be independent of program staff, particularly on field trip days where they will spend time exploring in small groups
- Participants must be willing and able to contribute to the running of our community which may include helping in the kitchen, maintaining our household and other day-to-day community tasks
- Participants must be willing to fully disclose all physical and mental health conditions on their registration forms
- Participants must be in sound physical and mental condition to attend the program and must not require any ongoing medical, mental or therapeutic treatment from a health professional while in France
- Participants must be willing and able to ask for support and guidance when needed

PARTICIPANT CODE OF CONDUCT

The Participant Code of Conduct holds participants on the Berridge Creative Semester (BCS) to a high standard to protect our community, promote consideration, respect for individuals, and support the aims of the program.

1. BCS participants must show courtesy and respect to everyone they encounter. Participants must be respectful of other participants and staff, be conscious and accepting of differences and patient with the opinions and needs of others.
2. BCS participants must uphold high standards of creative/academic integrity. Participants should demonstrate a spirit of cooperation and exploration and to meet the intellectual challenges of the program through honest and hard work. Participants must refrain from all forms of dishonesty, including, but not limited to, cheating, plagiarism, supplying false information, or forgery.
3. Participants must respect property associated with BCS. Participants will not borrow, use or disturb items belonging to other participants, staff, BCS or others without clear prior permission. Participants must show respect for and take reasonable care of our residence, other facilities and equipment and furnishings. Participants must not engage in any unauthorized entry, use or occupation of facilities not for use by our participants.
4. Participants must know and follow all policies and procedures listed in the Participant Handbook, as well as the policies presented by BCS staff and those in positions of authority.

CONDUCT LEADING TO IMMEDIATE DISMISSAL FROM THE PROGRAM

Participant behavior contrary to the Code of Conduct policies found below will result in immediate dismissal from the program. All expenses connected with the dismissal of a participant, including travel, are the responsibility of the participant and his/her family. No program fees will be refunded.

5. Participants must not commit acts of violence on persons or property or threaten to commit any acts of violence.
6. Participants must not engage in any form of sexual harassment in person or online. Sexual harassment is any unwelcome verbal or physical behavior towards another person. Some examples of sexual harassment include unwelcome or inappropriate touching, threatening or engaging in adverse action after someone refuses a sexual advance, making lewd or sexual comments about an individual's appearance, displaying pornographic images on computers, emails, mobile phones, etc, or making sexist remarks or derogatory comments.
7. Participants must not, possess or distribute drugs, the only exception is participants may possess and use those prescription and over-the-counter medications approved for use in France. Participation in an incident involving drugs is cause for an

immediate dismissal, even if the participant did not consume or intend to consume these substances.

CONDUCT LEADING TO DISCIPLINARY ACTION OR DISMISSAL FROM THE PROGRAM

Participant behavior contrary to the Code of Conduct policies found below will result in disciplinary action, such as impositions of certain conditions for continuing residence, and may result in removal from the program for repeated violations and/or at the discretion of the Program Director. All expenses connected with the dismissal of a participant, including travel, are the responsibility of the participant and his/her family. No program fees will be refunded.

8. Participants must not use, take part in or facilitate discriminatory language of any kind, including, but not limited to, discrimination based on gender, gender identity, race, national origin, ethnicity, age, religion, sexual orientation, disability, handicap, or intelligence.
9. Participants must not engage in any form of harassment or bullying in person or online. Harassment consists of conduct of any type (including, but not limited to, written, verbal, graphic or physical conduct) which has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or which creates an intimidating, hostile or offensive learning, residential or working environment.
10. Participants must not possess or consume any alcohol in any of our residences at any time. Alcohol found in residence will be confiscated and repeat violations will result in dismissal from the program. The legal drinking age is 18 in France. Participants may consume alcohol off program grounds but must do so in a manner which does not endanger their welfare or the welfare of other participants/staff or affect their attendance and participation on the program.
11. Participants must not tamper with or misuse fire alarms, firefighting equipment or safety equipment.
12. Participants must not engage in romantic or sexual relationships with faculty/staff members.
13. Participants must not sell, purchase, produce or possess for use any weapons, explosives, fireworks or incendiary devices, even if these items are considered decorative and/or not intended for use.
14. Participants must not smoke or vape anywhere in and around the residence or on campus grounds.

RESERVED RIGHTS OF THE PROGRAM

1. The program reserves the right to enter or inspect any room when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect rooms for compliance with regulations regarding drug, alcohol, smoking, weapons and fire hazards.
2. The program reserves the right to inspect personal belongings including suitcases, backpacks, purses etc when, at the discretion of the Program Director, it is deemed necessary for the security or maintenance of the residence or safety of the residents. This includes the right to inspect belongings for compliance with regulations regarding drugs, alcohol, smoking, weapons and fire hazards.
3. The program reserves the right to take disciplinary action around participant behaviors deemed, at the discretion of the Program Director, as anti-social, unacceptable or dangerous either to the participant themselves or a member of the community. This may include the impositions of certain conditions for continuing residence or dismissal from the program at the discretion of the Program Director.
4. The program reserves the right to dismiss a participant whose physical or psychological health status demands, or comes to demand, more care than can be provided by the program.