Thank you for applying to the 2022 San Gemini Preservation Studies program. There is a limited number of places for all SGPS programs and, for your application to be considered, we must receive your application fee of $50. This fee is non-refundable unless the program for which you apply is cancelled by SGPS (see refund policy below). We must also receive the program deposit of $450 before March 15 for your application to be valid. Please read our COVID Policy and Guidelines.

**2022 Total Costs**
- One program = US$3,950
- One program + Intersession Field Trip (Italy) = US$5,950
- Two programs + IFT = US$9,520 (saving 10% on 2nd tuition fee)

* These fees include accommodations, deposit, and application fee. They exclude airfare, food and required insurance.

**Methods of Payment:**
1. By check or money order. Print out the second page of this form, complete the section selecting the fees you are including in this payment, detach it and send it, along with a check (or money order) made payable to the International Institute for Restoration and Preservation Studies (or IIRPS), to: Attn: Polly Withers, 203 7th Avenue, 5A, Brooklyn, New York 11215. We accept checks from US banks. We do not accept checks from foreign banks, nor do we accept checks or money orders in currency other than US dollars.
2. *Wire transfers* in US Dollars (must include $15 per wire transfer to cover bank fees). This is usually how participants from outside the US pay.
3. *Direct bank to bank* (includes an additional administrative surcharge per payment of 1%).
4. *Credit Card* (includes an additional administrative surcharge per payment of 3%).

*If you are interested in finding out how to pay by wire transfer, credit card, or directly from your bank to IIRPS’ bank, please contact Polly Withers at pwithers@iirpsemail.org. Please note that we will charge for any bank fees incurred by bouncing checks, etc.*

**Note:** The San Gemini Preservation Studies program may be cancelled if the minimum enrollments are not met. You will be informed of such a cancellation after March 15, 2022. Please do not make travel arrangements until you have been accepted and received confirmation that the program will take place. SGPS reserves the right to review the applicants and determine who will be accepted into the programs. Please read the SGPS COVID Policy regarding vaccination and other requirements for participation.

**Refund Policy:** On March 15th we will establish if we have the enrollment required for the program to go ahead. Should the program be cancelled due to low enrollment, or any other SGPS decision, applicants will be fully refunded. If an applicant withdraws their application before the March 15th deadline, they will be refunded the $450 deposit but not the $50 application fee. Those students that withdraw their application after March 15 will not receive a refund of either the application fee or the deposit.

**Note about the International Institute for Restoration and Preservation Studies (IIRPS):** IIRPS is an academic and cultural organization that promotes research and studies in historic preservation both in the US and abroad. It is based in New York City and has been filed in the State of New York (USA) as an LLC. For more information visit www.iirps.org.
Program Fees Payment Schedule for SGPS 2022

Below is a suggested schedule for paying the full fees. You can pay the total amount due in one payment, but you must pay the deposit and application fee by **March 15**. You can print this page and include it with your check/money order for each payment.

I am enclosing a check/money order in US Dollars made out to the International Institute for Restoration and Preservation Studies (IIRPS) for the following payment/s (*please put a check against the fees you are paying*):

**Due March 15, 2022**
- $50 application fee – due upon application
- $450 program deposit – due upon application
- $450 2nd program deposit (if applying to 2 programs)

**Due March 31, 2022**
- $1,700 1st program payment (programs A, B, C, D, E and F)
- $1,700 1st program payment (programs D, E and F if applying to 2 programs)
- $1,000 1st field trip payment

**Due May 1, 2022**
- $1,750 final balance (programs A, B, C, D, E & F)
- $1,470 final balance (programs D, E & F if applying to 2 programs w/10% tuition saved)
- $1,000 field trip final payment
- $53 required insurance – due May 1, 2020 (Refer to CISI plan)

**Other**
- $15 wire transfer fee, to cover IIRPS bank fee
- $20 certificate fee to cover handling and postage (optional - all participants will receive an evaluation letter via email)

**Total amount enclosed:** US$ ______________

Name of Student: ____________________________________________

Email address: ______________________________________________

Phone: _________________________ Date: _________________________