Thank you for applying to the 2023 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.

**2023 Total Costs**

- **One program** = US$4,550 (including shared housing fee of $600)
- **One program + Intersession Field Trip (Italy)** = US$7,050
- **Two programs + IPT** = US$11,160 (saving 10% on 2nd tuition fee)

*These fees exclude airfare, food and required insurance. They include deposit, application fee and shared housing fee $600. To read more about housing, please visit our webpage: www.sangeminstudies.info/application-details/tag/Accommodations*

**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 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 bank to 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, 2023. 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. In case of pre-trip positive COVID test, SGPS will not refund program fees (please refer to our COVID guidelines for more information, including information for purchasing COVID insurance).

*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 2023

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, 2023**
- O $50 application fee – due upon application
- O $450 program deposit – due upon application
- O $450 2nd program deposit – due upon application (if applying to 2 programs)

**Due March 31, 2023**
- O $1,500 1st tuition payment (programs A, B, C, D, E and F)
- O $1,500 1st tuition payment (programs D, E and F if applying to 2 programs)
- O $1,500 1st preservation tour payment
  - O $500 Dormitory housing for one program (limited availability)
  - O $600 Shared housing for one program
  - O $900 Single room in shared housing for one program (limited availability)

**Due May 1, 2023**
- O $1,950 final tuition balance (programs A, B, C, D, E & F)
- O $1,560 final tuition balance (programs D, E & F if applying to 2 programs w/10% tuition saved)
- O $1,000 final preservation tour payment
  - O $500 Dorm housing for 2nd program (limited), if applying to 2 programs
  - O $600 Shared housing for 2nd program
  - O $900 Single room in shared housing for 2nd program (limited)
- O $56 required insurance (Refer to CISI plan) – one program
- O $112 required insurance – one program + preservation tour
- O $168 required insurance – two programs + preservation tour

**Other fees**
- O $170 Program D only – personal equipment kit
- O $15 wire transfer fee, to cover IIRPS bank fee
- O $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: ___________________