



## SPONSOR OR SELF-FUNDED ENDORSEMENT 2018

LEGAL NAME OF APPLICANT \_\_\_\_\_

**THIS FORM MUST BE COMPLETED, SIGNED, AND UPLOADED TO YOUR ONLINE APPLICATION. YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THIS DOCUMENT. APPLICATIONS RECEIVED UNTIL COHORT IS FULL. APPLICATIONS MUST BE RECEIVED BY 11:59pm EST on **JUNE 30, 2018.****

**ENDORSEMENT: TO THE SUPERVISOR/EMPLOYING AGENCY REPRESENTATIVE OR IF SELF-FUNDED**

### **Program Requirements**

Global EPFP requires participation in monthly, two-hour online seminars from August – December 2018, which are held during the normal work day hours. In addition, GEPFP Senior Fellows are expected to participate in the Germany/Switzerland field study from Saturday, October, 20 (departing USA on Friday, October 19<sup>th</sup>) through Saturday, October 27<sup>th</sup>. GEPFP Senior Fellows have the option of completing a policy analysis on education policy in either of the visited countries.

Senior Fellows are welcome to arrive early or depart later from the field study experience if they elect to explore Germany and/or Switzerland as tourists; however, please note that these additional stays and related activities are not covered by the GEPFP field study experience and are not included in the \$4,700 program fee.

**Applications will be accepted on a rolling basis and you are encouraged to apply as soon as possible. You must submit this form with your application by June 30, 2018. All applications will be reviewed by the GEPFP coordinators for admission. Applicants might be interviewed by the GEPFP coordinators as part of the application review process.**

**Admitted applicants must submit a copy of their passport and a non-refundable \$1,300 deposit upon acceptance, and must be received no later than July 13<sup>th</sup>, 2018.** Note that the deposit is non-refundable upon the applicant's cancellation and in the case of force majeure. You may pay by check (no additional fee) or by credit card (additional fee). Please note that when paying by credit card a 3% service fee will be added to your invoice for processing a credit card payment, per transaction.

### **Program Fees and Employer Sponsorship**

Each GEPFP Senior Fellow or the Fellow's employing agency—the sponsor—pays the participation fee of **\$4,700.00**, which is inclusive of program fees for the semester of online learning (monthly online sessions); double-occupancy hotel accommodations; land transportation within and across Germany and Switzerland with any scheduled site visit tips and gratuities; daily breakfast; two lunches and a farewell dinner; admission to all scheduled sites during the duration of the field study, including scheduled cultural excursions.



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There is a single occupancy supplement of an **additional \$775.00**, not included in the \$4,700 fee. Please note that we cannot guarantee your preference of double-occupancy as it depends upon the total number of participants interested in sharing a room. **If there is no double-occupancy option available, you will have to purchase the additional single occupancy supplement for \$775.**

The employer also provides release time as needed for participation in this field study and other program activities, inclusive of monthly online webinars.

We do not provide any financial assistance, financial aid, or scholarships. We cannot provide an itemized breakdown of costs.

### Health Disclaimer

All GEPFP Senior Fellows participating in the field study to Germany and Switzerland accept the responsibility for being in good health; able to enjoy full days of sightseeing, inclusive of prolonged sitting, walking, and/or climbing steps, and easily transfer to airplane or motor coach as needed. Those needing wheelchairs, oxygen, or ambulatory assistance will find the tour limiting in their experiences.

We strongly encourage you to seek advice of your health professional as to whether you should travel to our field study. You must carry a travel insurance with comprehensive health coverage for the full dates of our field study.

If accepted, the National EPFP Office will collect information from you regarding any special accommodations or dietary restrictions, and we will work with the field vendors to provide reasonable accommodations wherever possible, depending on the venue and vendors.

### Additional Costs

Please note that a valid passport, any required tourist visa, travel insurance with health coverage component, and flights to and from the field study are required but are NOT covered under the \$4,700 fee. These expenses are the sole responsibility of each participant. Individuals are responsible for making their own roundtrip international flight arrangements from the United States to Germany and from Switzerland to the United States. Any tourist travel pre or post field study is NOT covered by GEPFP program and any and all related expenses are the sole responsibility of the participant.

Additional costs, not covered by \$4,700 program fee:

- Roundtrip international flight arrangements between United States and Germany and/or Switzerland.
- Travel insurance with health coverage component (\$200 est. varying levels available)
- Travel passport and tourist visa (if applicable). Please note that passport must have the required six (6) months expiry date from return date of travel.
- Personal items, meals (including snacks and alcohol), and any gifts or personal purchases



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**Total GEPFP Program Fee: \$4,700\***

Non-refundable deposit due upon acceptance, and must be received by July 13<sup>th</sup>: \$1,300

Remaining balance due August 1<sup>st</sup>: \$3,400\*\*

*\*Not inclusive of single supplement of \$775 or additional costs as noted in this application form.*

*\*\*For those paying single supplement, your remaining balance on August 1<sup>st</sup>: \$4,175*

Your signature ensures (1) your employee's release time for full participation in the program, (2) your agreement to serve as a sponsor to the Fellow throughout the program year, and (3) payment of the GEPFP Program Fee, inclusive of non-refundable \$1,300, and all Germany & Switzerland travel costs by August 1, 2018. Please note that if the applicant is bearing the financial responsibility for the program, he/she must indicate this in his/her online application and is responsible for full payment of the GEPFP Program Fee and all field study travel costs by the August 1, 2018 deadline.

If you have any questions, please contact the EPFP National Office at the Institute for Educational Leadership at (202) 822-8405 x138.

\_\_\_\_\_  
Legal Name  
of Applicant  
(PRINT)

\_\_\_\_\_  
Applicant's Signature (DATE)

\_\_\_\_\_(If you are self-employed or retired AND self-funded, initial here and skip the remaining portions of this form.)

\_\_\_\_\_  
Supervisor's/Sponsor's  
Name (PRINT)

\_\_\_\_\_  
Supervisor's/Sponsor's Signature  
(DATE)



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**Please complete the supervisor/sponsor contact information below.**

Supervisor's Title

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Supervisor's Division/Department

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Supervisor's Organization/Institution

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Supervisor's Office Address

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Supervisor's Office Phone

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Supervisor's Office Fax

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Supervisor's E-mail Address

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**For more information about GEPFP, please visit:**

<http://epfp.iel.org/?page=GEPFP>

