**Email Communication #1**

**Subject: Study-Trip Information and Participant Confirmation**

Dear Student,

You have registered for X course for the upcoming semester. I'm writing regarding the one-week study trip to X country that is an optional component of this course. Please read through all of the following information and the set of questions at the end of the message and be sure to respond to those questions at your earliest convenience!

**Study Trip Information:**

Program Cost: $2,000 (this is based on the flight being $780 USD and may increase proportionally if flight costs increase)

Includes: airfare, accommodation, daily breakfast, four lunches, four dinners, local transportation

Estimated additional costs: airport food, three lunches and three dinners on-site ($10-15 each meal), personal expenses (souvenirs, phone calls, etc…), tourist visa

Financial Assistance: if you receive student aid through Bowdoin College, the program cost will decrease proportionately based on aid you receive:

* Full aid---nominal fee of $100-$200
* 80% aid—80% of full program cost covered ($1,600)
* 60% aid—60% of full program cost covered ($1,200)
* 40% aid—40% of full program cost covered ($800)
* 20% aid—20% of full program cost covered ($400)
* No aid—no program costs covered

**Questions**:

1. Are you interested in attending this study trip?
2. Do you have a valid passport?
3. Can you attend the trip Sunday, March 10—Sunday, March 19?
4. Can you attend the trip Tuesday, March 12—Tuesday, March 21?

**IMPORTANT:**

You must have a passport that is valid 6 months past the return date. If you do not have a passport that is valid for this length of time, please let me know as soon as possible, as this might be a barrier to your participation.

**DEADLINES:**

Monday, December 10th: Intention to Participate---email: XXXXX@bowdoin.edu.

Wednesday, December 19th (Noon): Confirmation & Check Deposit---$500 USD (if this exceeds your personal cost due to student aid, let me know)

Monday, January 28th (Noon): Remaining Funds

If you have any questions, please do let me know.

Best,

Faculty Member