



Faculty-led Program - Request for Proposal

Dear Educators and Study Abroad Professionals,

*Thank you for considering CEPA Europe as your study abroad partner abroad. We are looking forward to working with you on your program and are ready to offer our creative ideas and affordable options. To get started, please **first save a copy of this form** to your local hard drive. After that, complete the form below and kindly return it to info@cepa-europe.com as an email attachment. We will get back to you as soon as possible to discuss the details.*

Best regards from the team at CEPA Europe

For Mac OS users:

This Adobe form will work with your system, but you must take a few extra steps to ensure that your form will accept and save your data.

Please go to: www.cepa-europe.com/mac

Today's Date

Title First Name

Last Name

College/University

Position/Dept.

Address

City

State/Province Zip Code

Country

Phone

Fax

Email

I have previous experience leading a group of students.

I have previous travel experience in the destination(s) requested for our program.

Title First Name

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Academic Details

Please provide a brief description of the course content, program objectives and/or goals. If possible, please also send your course outline and/or syllabus along with this form.

The required number of class hours/instruction per week while abroad in Europe.

I would like CEPA Europe to find and contract with a local professor to provide guest lectures and/or teach a course.

I would like CEPA Europe to arrange courses, services or credits from a local college or university for this program.

I would like CEPA Europe to arrange classroom and/or meeting space.

Space provided below for further details or requests:

Program Details

Program Title

Approx. how many students will participate?

Program participation for how many faculty members should be covered?

Leave for Europe >

Leave on: +/- days

Traveling to this city in Europe:

< Return back home

Return on: +/- days

Leaving from this city in Europe:

Total budget per student

Land package only please, not incl. airfare or tuition

Quote from a competitor

Land package only please, not incl. airfare or tuition

Group Flights

Please let us know more about how your group will travel to and from Europe.

- We will travel together as a group to Europe.
 Students will travel independently.

If you will travel as a group:

- We will book our own flights.
 We would like to receive a group airfare quotation from CEPA.

Departure Airport:

Space provided below for special airfare requests:

Please check the destination(s) you would like to include in your itinerary:

- | | | |
|---|--|---|
| <input type="checkbox"/> Austria | <input type="checkbox"/> Greece | <input type="checkbox"/> Portugal |
| <input type="checkbox"/> Belgium | <input type="checkbox"/> Hungary | <input type="checkbox"/> Romania |
| <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Ireland | <input type="checkbox"/> Slovakia |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Italy | <input type="checkbox"/> Slovenia |
| <input type="checkbox"/> Czech Republic | <input type="checkbox"/> Latvia | <input type="checkbox"/> Spain |
| <input type="checkbox"/> Denmark | <input type="checkbox"/> Lithuania | <input type="checkbox"/> Sweden |
| <input type="checkbox"/> Estonia | <input type="checkbox"/> Luxembourg | <input type="checkbox"/> Switzerland |
| <input type="checkbox"/> Finland | <input type="checkbox"/> The Netherlands | <input type="checkbox"/> Turkey |
| <input type="checkbox"/> France | <input type="checkbox"/> Norway | <input type="checkbox"/> United Kingdom |
| <input type="checkbox"/> Germany | <input type="checkbox"/> Poland | |

Space provided below for a rough outline, specific institutions, locations, organizations, museums, sites, etc. which should be included:

Ground Transportation

Generally, we hire private coach busses for many reasons: convenience, safety, and for most groups, it ends up being the most affordable way to travel as a group while in Europe.

However, in certain European cities, it does make more sense to travel by public transportation. Depending on your itinerary and travel route, we will suggest the most affordable means of getting your group from A to B safely and efficiently.

Space provided below for special ground transportation requests:

Lodging

We generally arrange conveniently located hotels, twin rooms for students and single rooms for group leaders. Depending on availability, we are glad to arrange other lodging options.

Please indicate your preferences below.

- Hotel 2-star
- Hotel 3-star
- Hotel 4-star
- Youth hotel / hostel
- Student Residence (limited to summers and availability)

Please let us know if you would like to stay in the dorm rooms in one of our CEPA Study Campuses:

- [Strasbourg, France](#)
(Château de Pourtalès - an 18th century castle)
- [Heidelberg, Germany](#)
(An historic building in the heart of the city)

Although the additional lodging amenities will greatly depend on your budget and the accommodation options available in Europe, it is important to us that your stay is comfortable and enjoyable while traveling.

Are there any other services which we should take into consideration when making your lodging arrangements?

Space provided below for further details or requests for lodging:

Meals

As many people know, food is a very important part of culture. We strive to seek out local and regional specialties for the group meals which we include in our proposals.

Included - Welcome dinner to kick-off the program

Included - Daily breakfasts to energize you for the day

Included - Farewell dinner to round-off the program

We usually request that tap water be served with group meals. Other beverages are usually not included with pre-ordered meals.

Please let us know if you would like us to arrange any additional group meals or if you would like something special for your group.

How many additional group lunches to be added?

How many additional group dinners to be added?

Cash meal allowances for students (indicate below how much)

How much per day?

Space provided below for further details or requests for meals:

On-site Coordinator

We generally arrange for a local, bilingual on-site coordinator to meet and greet your group at the airport and/or during the entire program to assist you with transportation/hotel/activities/field trip logistics, translation/communication in the local language, be on-site in case of emergencies, any problems/issues, distribute your tickets, maps etc. We understand that the needs of each group are different, so please let us know your preferences below.

I would like a CEPA coordinator to accompany the group during the entire program.

I would like a CEPA coordinator just on arrival day and/or certain excursions.

Please list any special requirements or necessary skills needed for your coordinator:

Students

Please provide some general information about your students or students at your college/university:

If known, have your students studied or traveled abroad before ?

- None Many All
 Very few Most Not sure

Please let us know the level of the students taking part in the program:

- Undergraduate Graduate Non-traditional

Majors

Ages

Health/Travel Insurance

CEPA Europe requires that all participants have international travel and health insurance.

- We would like international travel and health insurance to be included in the proposal. [More details.](#)
 We provide international travel and health insurance.
 Participants are responsible for their individual insurance coverage.

Special Equipment

Will special equipment or facilities be required for your program while in Europe? Please select as many as needed:

- Classroom or meeting space
 Kitchen or cooking equipment (e.g. culinary programs)
 Computer use in general for our students
 Special computer lab / software (e.g. graphic design programs)
 Studio space (e.g. design or art students)
 Drafting tables (e.g. architecture students)
 Theater tickets or other event tickets

Space provided below for further details or requests:

Additional Info

Please use the space below to let us know about additional details or special requests which might not have been covered.

Recruitment/Marketing

Please indicate below if you would like CEPA Europe to provide additional marketing support to promote your program.

- Promotional flyer in PDF format
 Promotion at your study abroad fair by CEPA
 Promote program in newsletters

Space provided below for further details or requests:

Deadlines

If you are working towards deadlines on your campus to receive bids for this program, please let us know. Otherwise, we will work as quickly as possible to develop a customized proposal for your program.

Proposal is requested by (date):

Please **save a copy of this form** to your local hard drive. Kindly return it to info@cepa-europe.com as an email attachment.

- I prefer to speak personally to one of your program experts.
We would be happy to call you!

We appreciate your support of international programs and thank you for considering CEPA Europe as your partner abroad.

We look forward to taking you and your students on a journey of a lifetime.