



2017

COUNSELOR TOURS

to the U.S.

KICUnivAssist[®]

Advancing Global Engagement



April 2016

Dear Colleagues,

It gives us great pleasure to announce our 2017 KIC UnivAssist Counselor Tours. Following the hugely successful Counselor Tours in 2013, 2014, 2015, and 2016, we are excited to once again offer hosting options in 2017 for both an **Indian Counselor Tour** and a **Global Counselor Tour**. This package is intended to share information regarding the proposed schedules and itinerary, tour structure and application details.

The tours will consist of approximately 15 international high school representatives (principals, admission coordinators or designated officials of the school) in each tour group who are invited to participate by special invitation. Together they will visit about ten American institutions during a two-week tour of the U.S. These tours' selective and small group format will allow for greater and more productive connections between the specially chosen visiting counselors and your institution's admissions staff and faculty.

At the outset, we want to speak to the importance of acquainting international high school counselors with your institutions:

- **PROVIDING EXPOSURE**

The tour's key objective is to offer introduction and strengthen awareness of the U.S. higher education system for the selected group of counselors; acquainting them to a diverse set of U.S. higher education institutions.

- **INCREASED UNDERSTANDING**

The counselors will learn not only about admissions procedures and requirements to help better counsel their students, but also gain a critical appreciation for the "feel" of the campuses they visit – and in turn, which students will be the best fit for which institutions.

- **THE "ONE-THIRD PHENOMENON"**

Counselors are key influencers in deciding the institution at which a student will enroll. Based on a UnivAssist survey of 300+ international students, the counselor's recommendation factors a full one-third into the application decision (one-third student, one-third parent, one-third counselor).

We are looking forward to highly productive Counselor Tours in 2017. This package will provide you with the details of our expectations for the tours, as well as a suggested itinerary. If in the meantime we can provide you any additional information, it will be our pleasure.

Best regards,

LOU GREENWALD

Director of University Relations

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COUNSELOR VISIT AT YOUR INSTITUTION

- **INTRODUCTIONS**
Introductions of visitors and hosts
- **UNIVERSITY OVERVIEW**
In-depth introduction of the university (demographics, trends, enrollment data, etc.)
- **Q&A SESSION**
Interactive Q&A for both counselors and university team
- **CAMPUS TOUR**
- **FACULTY/ADMISSIONS SESSION**
Presentation of international admissions requirements, application procedure, deadlines, scholarships and admissions requirements. Faculty and international admissions staff interaction with visiting counselors
- **WORKING LUNCH AND/OR DINNER**
Hosted by the institution. Full-Day Program hosts the group for all meals for the day; Half-Day Program hosts the group for one working meal

NOTE: Additional sessions will be included in a full-day program.

PARTICIPATION/SPONSORSHIP OF HOST INSTITUTIONS: COST-SHARING MODEL

Institutions may choose to host the group of visiting counselors in the Indian Counselor Tour and/or the Global Counselor Tour for a FULL-DAY or HALF-DAY PROGRAM (or, sign up to host both groups).

INDIAN COUNSELOR TOUR & GLOBAL COUNSELOR TOUR	
PRIMARY FOCUS	Connect and interact with international high school counselors for undergraduate recruitment
TOUR DATES	24 April – 05 May 2017
PROGRAM OPTIONS	<p>FULL-DAY PROGRAM: 8-hour session (approx. 10:00am – 6:00pm, including meals for the day)</p> <p>HALF-DAY PROGRAM: 4-hour session (approx. 8:00am – 12:00pm or 2:00 – 6:00pm, including a working meal)</p>
NUMBER OF COUNSELORS	Approximate group of 15 visiting international high school counselors
PROGRAM COST*	FULL-DAY PROGRAM: \$13,680 and/or HALF-DAY PROGRAM: \$7,860
ADDITIONAL PROVISIONS BY THE INSTITUTION*	<p>FULL-DAY PROGRAM: working meals for the day</p> <p>HALF-DAY PROGRAM: one working meal</p>

* Program cost is not inclusive of the additional provisions as noted above.

NOTE: \$2,500 Tour Deposit is due upon application and is not refundable, except in the event that UnivAssist cancels the visit to your institution. Tour Deposit does not guarantee participation. If UnivAssist cannot accommodate the visit to your institution, then your deposit will be refunded.



✓ INCLUDED	
INTERNATIONAL AIRFARE	International airfare for the counselors to and from their home countries is covered by the tour program fee.
DOMESTIC AIRFARE	Domestic airfare for the counselors between U.S. cities is covered by the tour program fee.
HOTEL ACCOMMODATIONS	Hotel accommodations for the counselors are covered by the tour program fee.
GROUND TRANSPORTATION	Local/ground transportation for the counselors within each host city is covered by the tour program fee.
TOUR COORDINATION	Travel coordination, assistance and support is provided to the counselors pre-tour and on-tour by UnivAssist.
+ ADDITIONAL PROVISIONS	
MEALS	Host institutions will provide meals for the day of the program (Half-Day Program hosts one working meal, Full-Day Program hosts all meals).
COORDINATOR/HOST + SCHEDULING	Host institution will provide a coordinator/host, scheduling, organization, and interaction with faculty, students and admissions teams.

PLEASE NOTE: ADDITIONAL PROVISIONS BY THE HOST INSTITUTION

- MEALS**
 Host institutions hosting a Full-Day Program will provide all meals for that day. Institutions choosing a Half-Day Program will provide one meal for the visiting group (lunch or dinner, depending on the schedule details) to function as a discussion and social event with faculty, admissions and other relevant constituents.
- COORDINATOR/HOST AND SCHEDULING**
 Host institutions will assign one university staff person to act as host, coordinator and contact person for UnivAssist. Host institutions will coordinate ahead-of-time the introduction and overview sessions, the campus tour and the interaction/presentation session.
- INTERACTION WITH FACULTY AND ADMISSIONS STAFF**
 Faculty, international admissions counselors and any other admissions decision-making constituents will be in attendance to present and interact at the sessions, ensuring that admissions criteria and procedures are transparent to the visiting counselors.

NOTE: Full-Day Programs will take place from approximately 10:00am to 6:00pm (including meal times), and Half-Day Programs will take place from approximately 8:00am to 12:00pm or 2:00pm to 6:00pm (including a working meal). Day-wise schedule will be finalized in consultation with individual institutions.

TOUR APPLICATION PROCEDURE

Please complete the Application Form (found on the final page of this package) and submit it with the deposit. Payment of the balance of the tour costs is due 24 October 2016. If tour fees are not received by this date, the institution may be dropped from the tour, and cancellation fees will apply. If for any reason UnivAssist cannot accommodate an institution on the tour, their fees including deposits will be fully refunded.

TOUR CANCELLATION & FEES REFUND POLICY

> 180 DAYS PRIOR to tour commencement	120 – 179 DAYS PRIOR to tour commencement	120 DAYS OR LESS to tour commencement
100% of the refundable charges	50% of the refundable charges	No refund

NOTE: UnivAssist reserves the right to cancel the visit to your institution, or the entire tour. In such a case, the entire fee including the deposit will be refunded.

TERMS & CONDITIONS FOR PARTICIPATION

- Participating institutions must be accredited two-year, four-year and/or graduate degree granting institutions.
- The individuals hosting must have knowledge of the institution's admissions policies and procedures.
- UnivAssist reserves the right to make changes to the tour, if in its judgment the change will be in the best interests of the participating host institutions and visiting counselors. This could include changes to cities, order of cities, dates of visits, schedule of visits, college visits in a particular city, accommodations, meals, carriers.
- The dates of the tour's visit to your institution will be decided by UnivAssist. We will try to accommodate requests by institutions to the extent possible, but we cannot guarantee requests.
- UnivAssist holds itself free from liability for any loss, injury, delay or damage from any cause beyond its control.
- All prices are based on exchange rates as of 2016 and are subject to change.
- Tour deposits are non refundable.
- Institutions are liable for tour fees as indicated in the cancellation and fees section.
- UnivAssist will make every effort to bring 15 counselors on the tour. If in case the number of travelers drops below 13, tour application costs will be prorated.
- Educational institutions and their participants must support and adhere with NAFSA's Statement of Ethical Principles.

2017 COUNSELOR TOURS APPLICATION FORM & INSTRUCTIONS

Please **scan and email the completed and signed application form to us at info@univassist.com**, or mail it to: 55 Union Place #146, Summit, NJ 07901, U.S. UnivAssist accepts payments via check or wire transfer (contact us for wire transfer instructions). Transactions must be in U.S. dollars. Checks must be drawn on a bank with a U.S. branch in the name of "UnivAssist Inc." UnivAssist Inc.'s tax EIN number is 81-1757277.

INSTITUTION		
	INSTITUTION'S ADDRESS	
INSTITUTION'S STAFF CONTACT/HOST	Name	E-mail
	Title	Office Telephone
		Mobile Telephone
TOUR APPLICATION: PROGRAM & TYPE (please select)	<input type="checkbox"/> INDIAN COUNSELOR TOUR FULL-DAY Program: \$13,680	<input type="checkbox"/> GLOBAL COUNSELOR TOUR FULL-DAY Program: \$13,680
	<input type="checkbox"/> INDIAN COUNSELOR TOUR HALF-DAY Program: \$7,860	<input type="checkbox"/> GLOBAL COUNSELOR TOUR HALF-DAY Program: \$7,860

DISCLAIMER: UnivAssist Inc. ("KIC") shall not be liable or responsible for any injury, damage, loss, or any claims arising from accident, sickness, acts of war or terrorism, quarantine, natural disaster, delay or irregularity with respect to persons or property occasioned by any cause whatsoever, whether direct or indirect, within or beyond KIC's control. KIC is not responsible for losses or damages arising from physical or emotional injury, property or other economic damage caused by such factors beyond its control. KIC reserves the right to cancel the tour. KIC will advise institutions regarding the date and time allocated for the counselor group visit. Institutional scheduling requests will be considered but KIC offers no guarantees that such requests will be accommodated. Prices are subject to change without notice. In the event KIC is unable to conduct the tour due to any cause beyond KIC's control, whether direct or indirect, Applicant/Participant hereby acknowledges and agrees that he, she or it shall not be entitled to a refund of but, instead, any or all amounts paid by Applicant/Participant shall be credited towards a rescheduled or future tour, as determined by KIC. KIC reserves the right to make changes to the tour itinerary including dates, cities visited, accommodations, etc. Institutions are liable for tour fees as indicated in the cancellation and fees section and "Terms and Conditions for Participation" section. To the fullest extent permitted by law, the Applicant/Participant and the Applicant/Participant's Institution shall release any and all claims and agree to defend, indemnify and hold harmless KIC and all of its affiliates, subsidiaries, members, agents, directors, officers and employees from and against any and all claims, damages, losses and expenses (including costs of litigation and attorneys' fees) for injury to person (including all bodily injury, sickness, disease or death) and damage to property (including the loss of use thereof) arising out of or occurring in connection with this Agreement for Participation and the transactions contemplated hereunder, regardless of whether such injury or damage is caused in part by a party indemnified hereunder. For consideration, the receipt and sufficiency which is hereby acknowledged by Applicant/Participant, Applicant/Participant irrevocably grants to KIC and its assigns, licensees, and successors the right to use Applicant/Participant's image and name in all forms and media including composite or modified representations for all purposes, including advertising, trade, or any commercial purpose throughout the world and in perpetuity. Applicant/Participant waives the right to inspect or approve versions of such image used for publication or the written copy that may be used in connection with the images. Applicant/Participant releases KIC and its assigns, licensees, and successors from any claims that may arise regarding the use of Applicant/Participant's image, including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity, or copyright. KIC is permitted, although not obligated, to include Applicant/Participant's name as a credit in connection with the image. KIC is not obligated to utilize any of the foregoing rights granted to it hereunder.

By submitting the application form and signing below, I acknowledge that I have read the above disclaimer and accept and agree to abide by the above terms. This application is considered a contract.

SIGNATURE OF REPRESENTATIVE PARTICIPATING INSTITUTION DATE