For Accepted Students Handbook
On-Location: Segovia, Spain
For Accepted Students

Congratulations! We are looking forward to your participation in this unique and engaging program. We have compiled some important information for you; please review this carefully with your family and don’t hesitate to contact us with any questions.

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I. Before You Arrive

Next Steps—Required items
You will soon receive a personalized email outlining a checklist of items that need to be completed in order for you to attend the program. Included in the checklist are student account activation, electronic billing and payment access, travel itinerary request, forms completion via DocuSign, and an online tutorial that reviews Brown’s values and policies. As you work through the steps, it is recommended that students and parents write down all usernames and passwords.

Forms are submitted electronically through DocuSign, an electronic signature provider where you can digitally fill out and sign our required forms and waivers. Forms include sections for both students and parents to complete.

You can expect to complete the following forms:
- Pre-College Off-Campus Programs Student Acceptance and Release and Waiver Form
- Medical Authorization Form
- Physician’s Immunization and Medical Report — Requires a medical provider’s signature
- Off Campus Dietary Form
- Travel Itinerary

If applicable
- Disability, Medical, and Dietary Services Request Form
  Students with significant food allergies or intolerance should complete a Disability, Medical and Dietary Services Request form. Along with this form, students may need to submit documentation of their area of disability and needs. Please reference the SEAS guidelines for documenting a disability and contact them if you have any questions or concerns: SEAS-SPS@brown.edu or 401-863-9588. More information can also be found on the SEAS Website under School of Professional Studies (SPS) Programs.

You can also expect to receive emails with instructions for how to activate your Brown account, pay your balance online, and complete an online tutorial that reviews Brown’s values and policies.

Online Program Orientation
A required online program orientation for you and a parent is scheduled for Sunday, May 20, 2018 at 8:00pm EDT. We will review important program information and give you an opportunity to ask questions. To participate in this orientation, you will need access to a computer (no webcam necessary).

Register for the Orientation here:
https://attendee.gotowebinar.com/register/1262825985482864666
Travel Dates and Times
Program Dates: Sunday, June 24 – Saturday, July 7

Arrival – Sunday, June 24, 2018 at Madrid Barajas (MAD) before 3:00pm CEST. Staff will be present after 9:00am*.

Departure – Saturday, July 7, 2018 from Madrid Barajas (MAD) after 12:00pm CEST. Staff must depart airport at 6:30pm*.

*If you are experiencing difficulty identifying flights within the arrival or departure time frames, please contact a program advisor at 401–863–7900 or precollege@brown.edu before making a reservation.

Once you have confirmed your flights, please submit the travel itinerary form. This form will be sent to you in your checklist email.

Unaccompanied Minors
Airline, bus, and train company policies and services regarding unaccompanied minors vary. If you plan to use this service provided by your transportation carrier, please contact us in advance so we can discuss its feasibility. There may be instances when we are unable to fulfill the required protocols.

Airport Pick-Up and Drop-Off
Arrival: Students are met at the Madrid International Airport by Brown University staff wearing “BROWN” t-shirts. After students collect their luggage at their respective baggage claim areas and make their way through Customs, proceed to the International Arrivals area to meet program staff.

Departure: At the end of the program, staff will accompany students to their respective departure terminal to assist with check-ins and moving through security checkpoints. However, once students are through security, they are responsible for communicating with parents and managing their flight home.

Flight delays
Staff closely monitor all arrival flights and will be available at the airport in the event of unexpected travel delays. If you experience a delay while traveling to Spain, please call or text (Brown’s On-Site Director) with your new arrival time.

Communication with Families
Program Staff will communicate with families during the program via email during key points, such as arrival and departure as well as arrival to overnight visits. Email communication will primarily be intended to inform families that students have arrived safely at destinations. Families will also receive access to the program blog which will include student posts about program highlights and student learning.
Packing List

Required Items
- Passport
- Round-trip ticket
- Government-issued photo ID
- Photocopies of important documents – passport, credit cards, etc.
- Prescription medicine, including inhalers and Epi-pens, in their original packaging and a copy of the prescription
- Cell phone activated for international use
- Adapter plug that supports universal voltage 110V–240V
- Notebook and pens
- Day bag or small backpack for overnight trip
- Hat
- Sunglasses
- Sunscreen
- Water bottle
- Comfortable and sturdy walking shoes
- Comfortable and sturdy sandals or flip-flops
- Shower robe and slippers
- Pajamas
- One “dressy” outfit (including shoes)
- Day-to-day clothing (shorts, sundresses, jeans, t-shirts)
- Toiletries/personal items (i.e. shampoo, toothbrush, toothpaste, hair dryer, etc.)
- Mini First Aid Kit (with Band-Aids, antibacterial gel, bug bite pen, etc.)
- Spending money (see below)

Computers
Students are not required to bring their laptop computers but are welcome to do so. There is wireless internet everywhere at IE University. Alternatively, computer labs are available for student use.

Laundry
Coin operated machines are available on campus (3.50€). Laundry service is available (2.50€ per kilogram) with pick-ups on Tuesdays and drop-offs on Thursdays.

Spending Money
The most convenient way is to acquire a prepaid credit card that can be used as a credit or ATM card. Visa or MasterCard are most widely accepted. Another alternative is to use your bank ATM card; be sure to have your bank activate your card for overseas use before your departure. Cash can also be easily exchanged at the airport or at several locations in the city, but there is usually an additional exchange fee for this service.
What Not to Bring
Students are prohibited from bringing illegal drugs, alcohol, and weapons of any sort, including pocket or Swiss army knives.

II. During the Program
Communication
As a general rule, we try to stay tuned in to each other and to our natural surroundings throughout the program, so we ask that use of mobile devices (for phone calls, texting, social media, etc) be limited to free time in the evening. Letting go of the frequent connection to our phones helps us form a community and adjust to a new environment more quickly.

To contact us in an emergency, parents may call the On-Site Director at (401–440–9587). 
Please note: This number will not be active until a few days before the program starts.

Accommodations and Meals
Students reside at the Reyes Católicos Residence Hall on the IE University Segovia campus in double rooms equipped with private bathrooms. All bedrooms are fitted with bed, blankets, and bathroom linen, and are cleaned daily.

Students can expect three healthy meals each day served buffet style at the school’s dining hall, with a few meals to be organized at local restaurants. We will work with the IE to make accommodations for dietary restrictions and food allergies if we are notified in advance.

Health and Wellness
Dietary Restrictions and Medical Conditions
We will work with the staff to make accommodations for dietary restrictions and food allergies if we are notified in advance. Students must communicate significant food allergies that require meal accommodations (e.g. gluten, shellfish, soy, eggs, milk) on the Off-Campus Dietary Form. Please also indicate dietary preferences, including vegetarians and vegans to allow us to plan accordingly.

Prescription Medications
Students’ prescription medications will be collected by the On-Site Director or his/her designee on the first day of the program. Students must be responsible for requesting and taking prescribed dosage. Students with life-saving asthma and anaphylaxis medications (eg. inhalers and Epi-Pens) must keep them on their person at all times. All students who are taking prescription medications should bring prescribed medication in the original container and a copy of their prescription and give it to the On-site Director. Having a copy of the original prescription will enable us to replace medication if needed.
**Personal Health and Medical Emergencies**
The Segovia program is experiential in nature, so students spend minimal time in a traditional classroom setting. The program can be physically challenging as students spend much time walking throughout the city and off-site classroom locations in sometimes very warm and humid temperatures. Students are encouraged to monitor their water intake to avoid dehydration. For your safety and comfort during the program, we expect participants to fully disclose any and all pre-existing medical conditions on the required medical forms.

Program staff maintains a list of medical facilities and providers to provide students with the medical care required. In the event of a medical emergency, students will be transported to a local hospital located within minutes of the IE University Segovia.

**Adequate Sleep**
Our days are busy, requiring the students’ energy and attention throughout the day. Although we ask students to be in their rooms by curfew, we respect the students’ ability to choose when to go to sleep. For some students, this will be a new experience! We encourage students to monitor their sleep requirements and to respect their roommate’s need for sleep.

**Insurance**
Each student participating in an international Pre-College program is automatically enrolled in insurance coverage for accident and sickness, and emergency assistance services during the length of the program. Prior to departure, students will be emailed information on coverage and benefits.

**Safety and Supervision**
Evening supervision will be provided by program staff staying at the IE University residence halls. Staff is available for support and assistance 24 hours a day.

Quiet hours on campus are from 9:00pm to 6:00am. Curfew is at 10:00pm, at which point students are expected to be in their rooms and to keep noise to a minimum.

**Fellow Students**
There will be approximately 24 students from all over the United States and the world in the program. Usually there are slightly more girls than boys ranging from grades 10–12.

**III. Policies**
**Code of Conduct**
Please review the Brown [Pre-College Code of Conduct](#).
**Financial**
The payment deadline for the program is **Friday, May 25**. Students must be paid in full PRIOR to the start of the program. Please review our [financial policies](#), including payment and refund information.

**Evaluation**
Students will receive a Course Performance Report written by program staff, and will also be asked to complete a course evaluation. Students who successfully complete the program will receive a Certificate of Completion. All completion materials, including the evaluation, will be sent 6 weeks after the program concludes. The certificate will be sent via US Mail, but other items will be sent electronically to the email we have on file.