



Program Fees Payment Form and Directions

Thank you for applying to the 2024 San Gemini Preservation Studies program. There is a limited number of places for all SGPS programs and, for your application to be considered, we must receive your application fee of \$50. This fee is non-refundable unless the program for which you apply is cancelled by SGPS (see refund policy below). We must also receive the program deposit of \$450 before **March 15** for your application to be valid.

2024 Total Costs

One program = US\$4,650 (includes US\$700 shared housing fee)

One program + Intersession Preservation Tour = US\$7,250

Two programs + IPT = US\$11,510 (saving 10% on 2nd tuition fee)

These fees exclude airfare, food, personal tools and required insurance. They include shared housing fee, deposit, and application fee.

Methods of Payment:

1. **By check or money order.** Print out the second page of this form, complete the section selecting the fees you are including in this payment and send it, along with a **check (or money order) made payable to the International Institute for Restoration and Preservation Studies (or IIRPS), to: Attn: Polly Withers, 203 7th Avenue, 5A, Brooklyn, New York 11215.** We accept checks from US banks. We do not accept checks from foreign banks, nor do we accept checks or money orders in currencies other than US dollars.
2. ***Wire transfers** in US Dollars (must include \$15 per wire transfer to cover IIRPS bank fees). This is usually how participants from outside the US pay.
3. ***Direct bank to bank** (includes an additional administrative surcharge per payment of 1%). This may work with foreign banks.
4. ***Credit Card** (includes an additional administrative surcharge per payment of 3%).
5. ***Zelle or PayPal** (may include additional administrative surcharges)

**If you are interested in finding out how to pay by Zell, PayPal, wire transfer, credit card, or directly from your bank to IIRPS' bank, please contact Polly Withers at pwithers@iirpsemail.org. Please note that we will charge for any bank fees incurred by bouncing checks, etc.*

Note: The San Gemini Preservation Studies program may be cancelled if the minimum enrollments are not met. You will be informed of such a cancellation after March 15, 2024. Please do not make travel arrangements until you have been accepted and received confirmation that the program will take place. SGPS reserves the right to review the applicants and determine who will be accepted into the programs. Please read the SGPS COVID Policy regarding current requirements for participation.

Refund Policy: On March 15th we will establish if we have the enrollment required for the program to go ahead. Should the program be cancelled due to low enrollment, or any other SGPS decision, applicants will be fully refunded. If an applicant withdraws their application before the March 15th deadline, they will be refunded the \$450 deposit but not the \$50 application fee. Those students that withdraw their application after March 15 will not receive a refund of either the application fee or the deposit. In case of pre-trip positive COVID test, SGPS will not refund program fees (please refer to our COVID guidelines for more information, including information for purchasing separate COVID insurance).

IIRPS is an academic and cultural organization that promotes research and studies in historic preservation both in the US and abroad. It is based in New York City and has been filed in the State of New York (USA) as an LLC. For more information visit www.iirps.org.



Program Fees Payment Schedule for SGPS 2024

Below is a suggested schedule for paying the full fees. You can pay the total amount due in one payment, but you must pay the deposit and application fee by **March 15**. You can print this page and include it with your check/money order for each payment.

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I am enclosing a check/money order in US Dollars made out to the International Institute for Restoration and Preservation Studies (IIRPS) for the following payment/s (*please put a check against the fees you are paying*):

Deposits and application fee due March 15, 2024

- \$50 application fee – due upon application
- \$450 program deposit – due upon application
- \$450 2nd program deposit (if applying to 2 programs)

1st installment due March 31, 2024

- \$2,000 1st tuition payment (programs A, B, C, D and E)
- \$2,000 1st tuition payment (programs D and E if applying to 2 programs)
- \$1,600 1st Intersession Tour payment (housing included)
- \$700 Shared housing for one program
- \$900 Single room in shared housing for one program

Final installment due May 1, 2024

- \$1,450 final tuition balance (programs A, B, C, D, E & F)
- \$1,060 final tuition balance (programs D, E & F if applying to 2 programs w/10% tuition saved)
- \$1,000 Intersession Tour final payment (housing included)
- \$700 Shared housing for second program, if applying to 2 programs
- \$900 Single room in shared housing for second program
- \$56 required insurance (Refer to CISI plan) – one program
- \$112 required insurance – one program + Intersession Tour
- \$168 required insurance – two programs

Other fees (due May 1, 2024)

- \$200 Program D only – personal equipment kit
- \$15 wire transfer fee, to cover IIRPS bank fee if paying by wire transfer
- \$20 certificate fee to cover handling and postage (optional - all participants will receive an evaluation letter via email)

Total amount enclosed: US\$ _____

Name of Student: _____

Email address: _____

Phone: _____ Date: _____