



# THE WASHINGTON SEMESTER PROGRAM

## Non-Refundable Deposit and Transportation Information

Please enclose a \$200 non-refundable deposit to confirm your participation in WINS. Make check payable to American University. Provide your name and SS# on the check or money order.

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address immediately prior to WINS \_\_\_\_\_

Departure Airport(s)  
List options/ preferences Airport 1) \_\_\_\_\_  
Approximate travel time from home: \_\_\_\_\_

Airport 2) \_\_\_\_\_  
Approximate travel time from home: \_\_\_\_\_

Airport 3) \_\_\_\_\_  
Approximate travel time from home: \_\_\_\_\_

Return Airport \_\_\_\_\_

### Air Transportation

WINS staff will make flight arrangements to American University in Washington, DC, after the two hundred dollar (\$200.00) non-refundable WINS program deposit is received. Flight arrangements to Washington, DC, are roundtrip. Student departures and returns are from the same airport. However, written requests for exceptions to this rule (please attach to this form) will be reviewed on a case-by-case basis by the Washington Semester Dean. Return air tickets are purchased for the day following final exams. If your finals end before the scheduled return date and you wish to change your ticket, you are responsible for making the changes and paying additional fees incurred in modifications to the flight.

### Ground transportation from the Airport to AU Tenley Campus

Students are responsible for making and paying for their own ground transportation arrangements to American University's Tenley Campus from the airport and back. *Make sure you have cash to pay your driver!* See the Directions to AU's Tenley Campus. Check in is at Tenley's Congressional front desk.

### Ground Transportation

WINS students must provide documentation of mileage driven in order to receive reimbursement for ground transportation to the program. WINS recognizes the standard government rate used to calculate the costs of operating an automobile for business purposes, up to \$500, for roundtrip ground transportation to Washington, DC. Students are responsible for local parking at AU. Please refer to the AU parking policy for more information and costs.

Please sign below that you understand the procedures and voluntary nature of the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student



\_\_\_\_\_  
Name of Student (Printed)