

# Checklist for Time Sensitive Materials

## Blue Lake International Exchange Program

(for your personal records)

### Forms

Following is a list of items and forms that are due throughout the preparations for the European tours. If you are missing a form, or if you have questions, please feel free to contact the Blue Lake International Office at 800-221-3796 ext. 200 or 201. Thank you.

<u>Item</u>	<u>Date Due</u>	<u>Date Completed</u>
Acknowledgement and Acceptance Emergency Contact Information (bright green form for signatures)	with Contract	_____
Student Information Sheet	Asap	_____
1 Student Photo (2"x3" school photo)	Asap	_____
Uniform Order Form	December 1	_____
Health Form	January 1	_____
Instrument Specification Form	January 1	_____
Press Release (Optional)	Asap, but no later than: January 1	_____
Uniform Payment	February 1	_____
Photocopy of <b>signed</b> passport	February 1	_____
Connecting Flight Information <i>(for those who cannot pick up their student at airport upon return from Europe; please see contract for restrictions)</i>	May 1	_____

### Payments

Please refer to your contract for your specific payment plan. Payments are due monthly, with the final payment due on June 1<sup>st</sup>. Students will not be permitted to check-in for Intensive Week until tuition is paid in full. For questions relating to your specific payment plan, please contact the Blue Lake Business Office at 800-221-3796, ext. 207 or 251. Thank you.