

# Payment Instructions - Athens: Coexistence of Memory and Modernity

## Athens, Greece, June 26 thru July 7, 2017 Program, Hotel and Insurance Fees Payment Form and Directions

**Please print out this form**, complete the bottom section selecting the fees you are including in this payment, detach it 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 7<sup>th</sup> Avenue, 5A, Brooklyn, New York 11215**. We will send confirmation of receipt by email. All payments are due by **May 15<sup>th</sup>, 2017**.

**How to pay:** We accept checks from US banks. We also accept wire transfers or money orders in US Dollars but must charge \$15 per wire transfer to cover bank fees. We do not accept credit card payments, checks from foreign banks, nor do we accept wire transfers or money orders in non-US currency. Also, please note that we will charge for any bank fees incurred by bouncing checks, etc. If you have any questions at all, please contact Polly Withers at [pwithers@iirpsemail.org](mailto:pwithers@iirpsemail.org)

### Hotel Fees:

Please refer to our website page ([www.IIRPS-Athens.org](http://www.IIRPS-Athens.org) under costs) and write in your hotel selection with the amount listed (e.g. US\$797 - single room for 13 nights). If you are arranging for accommodations on your own, please indicate so in the line for "hotel choice".

Note: IIRPS adds a 15% handling markup on the cost of hotels. Students wanting to avoid this additional cost are free to book their own accommodations. Prices may vary according to the currency conversion rate of the Euro to the US Dollar at time of booking.

### Insurance Fees:

Please refer to the chart on page 2 of the CISI pamphlet (if you do not have this, please request a copy from Polly Withers at [pwithers@iirpsemail.org](mailto:pwithers@iirpsemail.org)). Fill in the amount you are paying for one month according to your age, e.g. US\$34 (basic plan rate for 18-25 years).

**Refund Policy:** On the day of the published deadline (May 1<sup>st</sup>, 2017) we will establish if we have the enrollment required for the program to go ahead (minimum 10). Should the program be cancelled due to low enrollment, or any other IIRPS decision, applicants will be fully refunded. If an applicant withdraws their application before the deadline, they will be refunded, minus \$50 application fee to cover handling costs. Those students that withdraw their application after the deadline will not receive a refund of the deposit.

**Note about the International Institute for Restoration and Preservation Studies (IIRPS):** 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-athens.org](http://www.iirps-athens.org)

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### Program, Hotel and Insurance Fees payment for IIRPS Athens Program 2017

I am enclosing a check/money order in US Dollars made out to the International Institute for Restoration and Preservation Studies (or IIRPS) for:

- US\$500 program deposit (including \$50 application fee) – due May 1, 2017**
  - US\$1,300 tuition final balance – due May 15, 2017**
  - US\$ \_\_\_\_\_, for the following hotel choice: \_\_\_\_\_**
  - US\$ \_\_\_\_\_ required insurance – due May 15, 2017**
  - US\$30 wire transfer fee**
- Total amount enclosed: US\$ \_\_\_\_\_**

Name (please print): \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_



**All final payments are due by May 15, 2017.**

**International Institute for Restoration and Preservation Studies**  
203 7<sup>th</sup> Avenue 5A, Brooklyn, New York 11215, USA, Tel: (718) 768-3508, [www.iirps-athens.org](http://www.iirps-athens.org)