



**STUDY  
ABROAD  
ASSOCIATION**



**Northwestern  
Michigan  
College**



# **SWITZERLAND**

**Focus:** Pastry and Chocolate

**Length:** 10 Days

**Dates:** May 11th - 20th, 2024



## WHY STUDY ABROAD ASSOCIATION?

Since 2009, SAA has been committed to customizing the most in-depth and affordable short-term, faculty-led study abroad and service learning experiences. We have been working with colleges and universities across the United States to assist in achieving their international education goals. All programs revolve around our core values of Quality Education, Affordability, Sustainability, Customer Service, and Health and Safety.



### Affordability

Our goal is to provide global experiences to as many students as possible. Faculty-led programs allow students, especially those who cannot study abroad for a long period, greater access. A worldlier point of view and deeper understanding of people should be attainable to every student in the US.



### Health and Safety

Safety is our number one priority. To ensure our travelers are completely protected throughout the program, we carry a \$5m liability insurance policy and also provide an all-inclusive travelers health insurance policy, comprehensive risk management procedures and training before the program starts. Additionally our programs include 24/7 on-ground emergency support and assistance.



### Quality Education

All SAA programs are built on the foundation of education. We offer unique programs in various areas of study, including programs in underserved academic fields, such as: STEAM, Business, Allied Health and Culinary Arts. Every SAA program is crafted to achieve the goals of the faculty and institutions we're working with. Our extensive global academic network includes university partnerships, local faculty and subject-area experts, business owners, entrepreneurs, medical professionals, artists, NGOs, anthropologists, scientists, engineers, musicians, chefs, historians, community leaders, sustainability experts and more!



### Customer Service

A dedicated SAA Team will assist you during the entire process. We fully understand the details and extent of work that go into organizing faculty-led programs, so we are available to assist you at every point of your process.



### Sustainability

We promote sustainability with all our programs, visiting local communities and projects in need, as well as establishing long-lasting relationships and positive impacts with everyone we collaborate with.



### US Based

We are a fully insured and accredited US organization with the advantages of having direct operations in more than 30 countries. All payments can be made in US dollars via check or wire transfer to our US bank account.



## PROGRAM PROPOSAL AND INFORMATION

Originating in Central America, chocolate was consumed ritually and as a form of medicinal tonic for the majority of its history. Columbus first carried the cocoa bean to Spain in the early 16th century, where it quickly became a popular and fashionable drink that was initially mixed with sugar, vanilla and honey to counteract its bitter taste.

In this program, students will visit Switzerland, a country famous worldwide for pastries and chocolates. They will visit Chocolate shops, Lindt museum, they will also have the opportunity to do Chocolate workshop and visit the beautiful Maison Cailler museum in Broc.

They will complete this experience at the renowned Culinary Arts Academy of Switzerland, where they will have two days of intensive courses in advanced pastry and chocolate, in the beautiful town of Le Bouveret, on the shores of Lake Geneva.

### ON-GROUND PRICE PER STUDENT WITHOUT AIRFARE

10-14:2 From 12 to 16 travelers	15-19:2 From 17 to 21 travelers	20-25:2 From 22 to 27 travelers
\$ 3,990	\$ 3,720	\$ 3,615

### Estimated single occupancy upgrade cost - \$550 \*

- Pricing is based on the number of students and faculty listed above (i.e.: 10-14 students : 2 faculty)
- A minimum of 10 students is required
- Pricing is based on the inclusions within this proposal and any changes requested may result in pricing changes and will require a newly signed proposal
- Upon your signature acceptance of this program proposal outlining all program specifics, the on-ground per student price is firm and is not subject to international currency fluctuations

\*Note that any **single occupancy upgrades must be requested at least 100 days prior to departure** to be accommodated. At that time, we will check availability and confirm the exact price of single rooms. When we make the group reservations, we hold a block of multiple occupancy rooms and only book singles for the number of faculty listed above. If you know in advance you will need more single rooms, please let us know as soon as possible.





## YOUR DEDICATED SAA PROGRAM TEAM INSTITUTIONAL PARTNERSHIP MANAGERS



**Tamara Animobono**

[tamara@studyabroadassociation.com](mailto:tamara@studyabroadassociation.com)



**Anis El Feghi**

[anis@studyabroadassociation.com](mailto:anis@studyabroadassociation.com)



**Tania Loffreda**

[tania@studyabroadassociation.com](mailto:tania@studyabroadassociation.com)

We are the dedicated SAA Team that will assist you during the entire program development process, provide your group pre-departure orientation with SAA, make all your arrangements onsite, and help through your return back to the US. We are available to assist you at every point of the process!

### PROGRAM SUPPORT

Our expertise and global network allows us to provide a variety of resources and academic support to enrich your program, and manage the safety and wellbeing of your students and faculty. From high-level support services to working with your established on-ground partners, let us take care of the logistics and payments, making it easy for you to lead your program.

### PRE-ARRIVAL SUPPORT

- Arrangement of pre-program site visits (requires 6 months advance notice)
- Creation of marketing materials
- Support and management of student enrollment (if requested), which includes online enrollment and program payment collection
- Provide a dedicated pre-departure orientation for your program
- Booking of optional group flights (booked 4-6 months before departure)

### ON-SITE SUPPORT ALL PROGRAMS

- On-site Program Director to implement and oversee the program and serve as the 24/7 emergency contact
- Airport pickup/drop off
- SAA's [Travel Health Insurance](#) (see page 12)
- SAA's \$5m Liability Insurance
- On-site cultural, health, and safety orientation
- Accommodations to fit the needs of both you and your students, with breakfast each day
- Co-curricular, cultural, and extracurricular activities
- All Ground Transportation
- Tips & Gratuities

### OPTIONAL SUPPORT UPON REQUEST

- Welcome and departure events
- Classroom space
- Service-learning and volunteer opportunities
- Meals besides breakfast
- Faculty instruction by local teachers and professors
- International Group Flights
- Add institution as additional insured on SAA's \$5m Liability Insurance



## YOUR PROGRAM ITINERARY

### **DAY 1 - DEPARTURE - Saturday, May 11**

Depart Home for Zurich, Switzerland

### **DAY 2 - ZURICH - Sunday, May 12**

Arrive in Zurich, Switzerland

Airport Transfer and Check-In at the Hotel

Orientation Walking Tour - *The group will become oriented with their neighborhood, the public transportation systems, nearby pharmacies, markets, ATMs, etc.*

Welcome Dinner - *The group will be taken for an authentic dinner with a wide variety of menu options to cater all diets.*

### **DAY 3 - ZURICH - Monday, May 13**

Breakfast & Day Briefing

Chocolate workshop in Zurich: *In the unique Lindt Chocolateria, the course participants themselves become chocolatiers: equipped with an apron and a Lindt Maître hat, they each create their own chocolate bar and then decorate it with sugar decorations, sprinkles, almonds and nuts, as desired.*

Lunch Break

Historical and Cultural Walking Tour of Zurich

### **DAY 4 - ZURICH - Tuesday, May 14**

Breakfast & Day Briefing

Visit at Lindt home Chocolate Museum in Kilchberg *(approx 5min by train)*

Lunch break

Structured Free Time & Cultural Immersion

### **DAY 5 - ZURICH/GRUYERES**

**Wednesday, May 15**

Breakfast & Day Briefing

Transfer to Gruyeres *(approx 3h)*

Lunch Break

Historical and Cultural Walking Tour of Gruyeres

### **DAY 6 - GRUYERES**

**Thursday, May 16**

Breakfast & Day Briefing

Day Trip to Broc *(approx.15min by Bus)*

Maison Cailler Visit and Chocolate Workshop *(Filling the chocolate bars)*

Lunch Break

Transfer back to Gruyeres and Cheese Factory Visit

### **DAY 7 - GRUYERES /LE BOUVERET**

**Friday, May 17**

Breakfast & Day Briefing

Transfer to Culinary Arts Academy Switzerland *(approx. 3h30)*

Lunch Break (included)

City tour





## YOUR PROGRAM ITINERARY

### DAY 8 - LE BOUVERET - Saturday, May 18

Breakfast & Day Briefing

Full-Day Intensive Course at the Culinary Arts Academy Switzerland- *Indulge in the art of advanced pastry and chocolate during this immersive course. Designed for culinary enthusiasts and pastry chefs, this program delves into the intricacies of creating exquisite desserts and chocolates. Learn innovative techniques to craft multi-layered cakes, delicate pastries, and luscious tarts, elevating your skills to a new level of mastery. Dive into the world of artisanal chocolate making, mastering tempering, molding, and ganache creation. Through hands-on sessions and expert demonstrations, unlock the secrets to impressive showpiece desserts. Delight in the fusion of flavors, textures, and presentation, as you unleash your creativity and take pastry and chocolate craftsmanship to extraordinary heights.*

Lunch & Dinner Included

### DAY 9 - LE BOUVERET - Sunday, May 19

Breakfast & Day Briefing

Full-Day Intensive Course at the Culinary Arts Academy Switzerland  
Lunch & Dinner Included

### DAY 10 - RETURN - Monday, May 20

Breakfast & Day Briefing

Transfer to Geneva Airport (approx.1h30)  
Depart Geneva, Switzerland for Home



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## PROGRAM HIGHLIGHTS

- Chocolate walking tour in Zurich
- Lindt Museum
- Historical & Cultural Walking Tour of Zurich
- Chocolate Workshop and visit at Maison Cailler in Broc
- Intensive Course in Culinary Arts Academy Switzerland

## PROGRAM INCLUDES

- 8 Nights of Accommodation
  - 2-6 people per room for participants, each with their own bed and ensuite bathroom
  - Single for faculty/program leader with ensuite bathroom
  - Free wifi and daily continental breakfast
- All Ground Transportation
- Welcome & Farewell Dinners
- Historical & Cultural Walking Tours
- Full Time On Site Program Director Available 24/7 in case of Emergencies
- 24/7 On-Ground Emergency Support
- SAA's Mandatory [Health Insurance](#)\* (see next page)
- SAA's \$5m Liability Insurance (COI available upon request)
- Tips & Gratuities

## NOT INCLUDED

- International Airfare
- Meals Not Specified
- Passport and Visa Fees (if applicable)
- Single Room Upgrade Costs for Participants
- Classroom/Meeting Space
- Optional Activities and Suggestions
- [Optional Travelers Insurance and/or CFAR/IFAR](#)
- Personal Expenses

## ALL OF OUR PROGRAMS ARE 100% CUSTOMIZABLE

Is there an experience you'd like to provide the students that's not included in the itinerary?

**Let's add it!**

Are there sites that better fit your subject than the ones provided?

**Let's swap them!**

Tell us your dream itinerary and we'll work with you to make it a reality.



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## HOUSING AND FLIGHT IMPORTANT INFORMATION

### **ACCOMMODATION INFORMATION:**

Accommodation selection will be based on group size, gender breakdown and availability. As a standard, SAA will book participants in shared rooms of 2-6 people per room, unless otherwise requested, with ensuite bathroom. Each participant will have their own bed. Program leaders will have their own private room with en-suite bathroom. Specific accommodations and locations will be confirmed once final enrollment numbers are submitted to SAA, usually 3-4 months prior to arrival. **Any single occupancy upgrades must be requested at least 100 days prior to departure to be accommodated.**

Accommodation are always centrally located and top rated (minimum rating of 8 out of 10). Daily continental breakfast and Free Wi-Fi included.

### **GROUP FLIGHT INFORMATION:**

SAA would be happy to book a flight for your group! Due to the recent impacts to the airline industry and flight pricing, we cannot guarantee the cost of flights far in advance of actually booking the group flight and making the deposit payment on your behalf. As such, we do not include group flight prices in this program proposal. You can request a group flight by checking the box on the signature page of this proposal. We will then contact you about your group flight needs.

A few things to note about group flights in general, as you consider your options:

- Group flights are a great convenience as you will all arrive and depart at the same time, which is great and easy to manage. However, group flights may not be the cheapest option, as the airline must reserve more seats from their inventory across different flight classes.
- The airlines require that a group must have a minimum of 10 passengers traveling together on the same exact itinerary, both there and back.
- If you or any of your participants want date extensions, flight deviations, route changes, one-way flights, use of airline miles, etc. then you may want to consider having participants book their own flights. While a very small number of deviations may be allowed on group bookings, this varies by airline and cannot be guaranteed and will incur additional costs. Also note that any participants with alternate flight plans from the group, they will likely fly completely separate from the group.
- Seating assignments cannot be guaranteed for group flights, as they are at the discretion of the airline.
- Airlines do not open flight schedules until about 330 days in advance.
- Airlines have very specific deadlines and policies for group flights, which impacts SAA's deadlines and policies related to booking group flights, that are important to know.
- All group flight reservations require a \$100 per passenger deposit to be paid immediately upon making the reservation. SAA will send you a contract and payment information specific for your group flight as soon as you approve the group flight details.
- If SAA will be booking your group flight and any individuals in your group would like to request a different flight itinerary from the group flight, they **will need to submit this request via email to SAA at last 120 days prior to departure**. SAA cannot guarantee any individual requests will be accepted by the airline.
- Any special travel requests to the group flight cannot be considered until the group flight is booked, with the airline. Any special requests such as: meal requests (dietary restrictions, allergies), Frequent Flyer or Known Traveler Number or any specific seats requests will need to be included on the Ticketing Name List Spreadsheet that will be provided to you by SAA about one or two weeks prior to issuing the e-tickets for your flight. Please note that SAA cannot guarantee that the requests will be accepted by the airline.
- The airline utilization date is usually about 100 days prior to the departure. This is the date when we'll need to know the exact number of participants/seats. You will be required to utilize 90% of the seats held to avoid any penalties taken from your deposit.
- After the utilization date, adding passengers to the group is subject to availability by the airline and will likely cost more.
- Final payment for flights is due 90 days prior to the departure date. This is also the date the airline requires the ticketing name list with all the participants' details, including passport information.





## IMPORTANT POLICIES

Please note these important details related to this program. Many of these deadlines and policies are tied to accommodations and on-site arrangement needs. We are happy to review these on a case-by-case basis to meet your institutional needs.

### SAA'S MANDATORY INTERNATIONAL HEALTH INSURANCE

In order for SAA to best mitigate risk and manage emergencies, we do not allow a waiver of our policy at this time. SAA includes in the cost of the program a [GeoBlue international medical and travel health policy managed by LewerMark](#). In the case where a school has an institutional policy, participants will carry two insurances with SAA's medical and travel plan paying primary. This cost is covered in the SAA program fee and promotes operational efficiency for all our on-ground teams. SAA staff are familiar with the SAA insurance policy, understand where providers are located and how to contact them, and can manage emergencies abroad with greater speed and accuracy. A key feature of our policy includes a direct pay network abroad. This unique feature greatly reduces the possibility of the costly, inconvenient, and sometimes impossible task of securing payment in order to access treatment. The plan also covers pre-existing conditions and includes post-departure trip interruption transportation and lodging benefits, which cover any cases of quarantine needed onsite for COVID during the program. It also includes full coverage for medical evacuation and repatriation, as well as up to \$10k for Accidental Death and Dismemberment.

### REFUNDS, PROGRAM CANCELLATIONS, AND CONDITIONS

- Individual Participant Cancellation: Up until the withdrawal deadline, deposits are refundable in the event of an individual participant's decision to cancel their participation. After the withdrawal deadline, no refund shall be provided, and participant is still 100% responsible for final payment, regardless of participation or early departure.
- Institutional Cancellation of the Program: Cancellations by the institution are subject to the following policies:
  - Cancellation **150-100 days** before departure - SAA shall refund the deposit paid per person
  - Cancellation **99-80 days** before departure - SAA shall retain the deposit per person and will return any other recoverable costs available
  - Cancellations **79 days before departure to the arrival day** - No refund shall be provided
  - Refunds of payments made to SAA may take up to three months or more depending on timing of refunds made to SAA from overseas contractors
- Study Abroad Association may cancel any program for events beyond its control, such as a natural disaster or security concern in the program destination. Should a program need to be cancelled for safety reasons before the withdrawal date or while students are on-site, SAA will work with the institution to determine jointly the viability of running the program on a case-by-case basis. In such a case, SAA will make reasonable effort to return recoverable costs to the institution or students. Any refunds or future travel credits will be determined by the airline, hotel, transportation, and on-ground providers.
- Replacement of Program Participant: If an initial program participant is not able to attend the program or cancels for any reason other than those stated above, your institution may request a replacement participant to fill that spot. Additional fees may apply for such a change, such as ticket name change or single room upgrades.

# IMPORTANT DEADLINES AND PAYMENT DETAILS



Please note these important details related to this program. Many of these deadlines and policies are tied to accommodations and on-site arrangement needs. We are happy to review these on a case-by-case basis to meet your institutional needs.

<p><b>Enrollment Confirmation Deadline:</b></p> <p><b>NOVEMBER 13, 2023</b></p>	<ul style="list-style-type: none"> <li>• 180 days prior to departure the institution will send SAA the initial roster of participants</li> <li>• If the program does not meet the minimum number of participants by this date, the program can be cancelled without penalty</li> <li>• Upon receipt of the roster, SAA will send the deposit invoice for the number of participants on the roster</li> </ul>
<p><b>Drop/Add Deadline and Deadline for any special housing requests:</b></p> <p><b>FEBRUARY 1, 2024</b></p>	<ul style="list-style-type: none"> <li>• 100 days prior to departure is the last date to add/drop participants, including, students, faculty, or guest</li> <li>• 100 days prior to departure is also the deadline when any special housing requests must be made, such as a single-room upgrade</li> </ul>
<p><b>Passport Information and Details Due</b></p> <p><b>MARCH 12, 2024</b></p>	<ul style="list-style-type: none"> <li>• 60 days before departure SAA needs to receive passport details for all participants in order to confirm reservations on-site</li> </ul>
<p><b>Withdrawal Deadlines:</b></p>	<ul style="list-style-type: none"> <li>• Withdrawal or cancellation <b>&gt; 100 days</b> before departure (FEBRUARY 1, 2024), SAA shall refund the deposit paid per person</li> <li>• Withdrawal or cancellation <b>99-80 days</b> before departure (FEBRUARY 2- 21, 2024), SAA shall retain the deposit per person and will return any other recoverable costs available</li> <li>• Withdrawal or cancellation <b>79 days before departure (FEBRUARY 22, 2024) to the arrival day</b>, no refund shall be provided</li> </ul>
<p><b>Program Payment Deadlines:</b></p>	<ul style="list-style-type: none"> <li>• 150 days prior to departure \$500 per person is due and payable by <b>DECEMBER 13, 2023</b></li> <li>• 90 days prior to departure, the second payment in the amount of 50% of the remaining amount is due and payable by <b>FEBRUARY 11, 2024</b></li> <li>• 60 days prior to departure, the third and final payment in the amount of the remaining amount is due and payable by <b>MARCH 12, 2024</b></li> </ul>



## NEXT STEPS



### WOULD YOU LIKE TO MAKE CHANGES TO THIS PROPOSAL?

We would be happy to adjust the itinerary or program inclusions to ensure the program meets your exact goals and needs. **Please let us know the changes you'd like within the next 4 weeks.** After that time, the program price listed here is subject to change.

### DOES EVERYTHING ON THIS PROPOSAL LOOK PERFECT?

Great! Please read through the important deadlines, payment schedule, and cancellation policies to make sure they align with your institutional policies. If so, **within the next 4 weeks, please sign and date this proposal and return it via email** to your Institutional Partnership Team on page 4. Your return of this signed proposal within the 4 week deadline, confirms your approval of the itinerary, locks in the prices listed, and officially confirms to SAA your intent to run the program.

Upon receipt of the signed proposal, we will send you the legal service agreement contract, to be signed by an authorized representative from your institution, which is generally your Procurement Office, Legal Office, Provost, or AVP. **SAA requires this signed service agreement contract in place prior to making any payments or arrangements on behalf of your program.**

Please answer the following questions and sign and return the proposal to confirm your acceptance.

**What is your target number of participants for the program?** (this allows us to hold the appropriate number of rooms, event tickets, etc.) \_\_\_\_\_

**Housing for participants will be in shared rooms of 2-6 people, unless otherwise requested. How many single room upgrades do you anticipate for this group?** \_\_\_\_\_

*Note you must confirm the final number of single upgrades needed at least 100 days before departure.*

### Who will pay SAA for the program fees?

- My institution will pay SAA
- Participants will pay SAA directly
- Divided:
  - Bill the institution in the amount of \$\_\_\_\_\_
  - Bill each participant in the amount of \$\_\_\_\_\_

### Would you like SAA to book a group flight for your program?

- No, we'll book our own flights
- Yes, please send me more details about group flights
- Not sure yet (no worries, you can let us know later!)

Name

Signature

Title

Date

## LIVE GLOBAL STREAMING



Bring professionals from around the globe directly into your classroom for a live streaming event from the location of your choice and/or on a topic related to your academic program content. We can often secure the specific onsite guest speakers you and your students will meet during the program abroad!

These **synchronous** activities are a great way for students to feel connected to the location and academic subject prior to departure. From live virtual walking tours of an area of a city to a Q&A session with a local business owner, these experiences can enhance your faculty-led program by providing participants a glimpse into what they will experience abroad. These live events also work as a great marketing tool to recruit students for your program.

Learn more at <https://studyabroadassociation.com/virtual-study-abroad/360-live-experiences/>

## 360 GLE™ (Global Learning Experiences)



What better way to get students excited about studying abroad than to let them explore the world virtually in advance? SAA's 360 GLE™ is an interactive platform featuring immersive international education materials and experiences from all over the world that you can use to supplement and enhance your courses and recruit more students for your study abroad programs.

The **asynchronous** 360 GLE™ content gives students an opportunity to virtually travel at their own pace to see what they will soon get to explore in person! It can also help institutions support globally competent and competitive students while expanding their career opportunities and perspectives.

Learn more at <https://studyabroadassociation.com/virtual-study-abroad/360-gle/>

## Testimonials and References

While we think we do a great job, don't just take our word for it! Here's what some of our partners have said about working with SAA. Also feel free to reach out to any of our references below. We know due diligence is essential when choosing the right program provider for you and your students.

### Testimonials

#### Global Health & Culture in Costa Rica: Marymount University

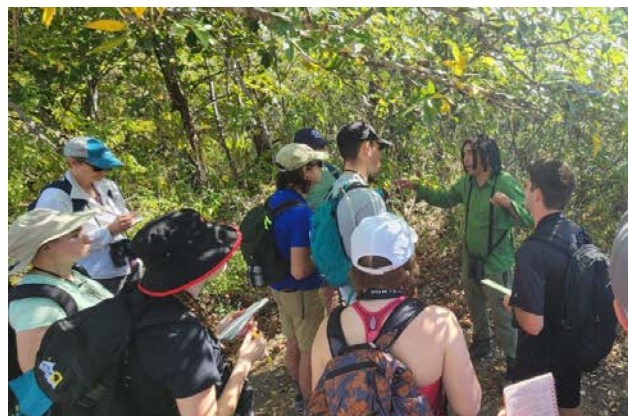
*Our trip to Costa Rica was absolutely amazing, thank you! It was excellently planned with such a variety of activities! They integrated Global Health into our experience to fit with the course I am teaching for my students. We enjoyed all the locations and activities and had a wonderful experience! We highly recommend Study Abroad Association for their expertise, flexibility, and knowledgeable guides. We hope to return again!*

**Gwendolyn Roberts Francavillo**  
Associate Professor of Public Health

#### Dance in Sweden: Montclair State University

*We had a great time; the classes and ability to interface with other college students were really a highlight for our students. They also loved the backstage tour at the Gothenburg theater and the rehearsal visit to Cullburg ballet. Seeing the behind-the-scenes was really powerful.*

**Kathleen Kelley**  
Associate Professor of Dance and Technology



#### Cultural Studies in Japan: Davidson Davie Community College

*After 3 years of rescheduling due to Covid, our study abroad group FINALLY traveled to Japan...& we had an amazing time! SAA reps were quick to respond anytime I had a question, and they planned out a jam-packed study abroad trip for us. Thanks for the wonderful memories!*

**Kristi Louya**  
Coordinator, Student Scholarships

#### Service Learning in South Africa: Huston-Tillotson University

*I have worked with Study Abroad Association for several years now, and this year Huston-Tillotson University, Religious Life and Campus Ministry planned our first trip to South Africa for our 2023 Spring Break Service Trip. The group worked with me to plan out just the kind of experience I desired for our students, that is, the things I desired to have a part of the experience and they added the things to enhance the experience. Thank you SAA!*

**Rev. Donald Brewington**  
University Chaplain

#### Healthcare in Italy: Valparaiso University

*First we want to express our overall gratitude and overwhelming appreciation for your time and commitment to meeting our specific requests. It was an amazing experience and we are definitely looking forward to building another trip with your company.*

**Claudine Ruzga, Clinical Instructor MSPA and Nicole Joy, Clinical Assistant Professor**



View more reviews on Facebook:

[@studyabroadassociationpage](https://www.facebook.com/studyabroadassociationpage)

### References

#### Bryan Shuler

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#### Tim White

Director, International Academic Initiatives  
Montclair State University  
[whitet@montclair.edu](mailto:whitet@montclair.edu)

#### Steven J. Cody

Associate Professor of Art History  
Department of Art and Design  
Purdue University Fort Wayne  
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#### Education Abroad

Pace University  
[studyabroad@pace.edu](mailto:studyabroad@pace.edu)

### USE OF ITINERARY

SAA reserves the right to utilize any itineraries and proposals provided and share them with other institutions or on our website, without any restrictions or limitations. SAA may disseminate the provided itineraries to other individuals or organizations for informational purposes or collaborative endeavors. This reservation of rights encompasses the entire scope of the itineraries, including any accompanying details, schedules, or plans.



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