SPARK Program

Information for Accepted Students

UPDATED 4/16/15
Getting Started

*Congratulations on your acceptance to the SPARK program!*

We have created this welcome packet to help you prepare for your arrival, and ensure a successful, safe, and fun time here on campus. Please review this information carefully, and let us know if you have any questions.

We encourage you to select your course(s) and register early. Courses fill up very quickly, so please enroll as soon as possible to ensure that you reserve a spot in your preferred course(s).

Also, make sure you complete and submit the necessary forms prior to arrival. Parents and guardians, please take the time to carefully provide all the required information.

**Forms for all Accepted SPARK Students**

http://www.brown.edu/academics/pre-college/spark/for-accepted

**Table of Contents**

SPARK Students and Parents, before you arrive on campus, please review the following:

1) A Note to SPARK Parents
2) A Note to SPARK Students
3) What to Bring
4) Student Travel
5) Directions to Campus
6) Program Arrival and Departure Details
7) Meals and Snacks
8) Policies
   a) Academic Policies
   b) Residential Policies
   c) Financial Policies
   d) Student Accessibility Services
   e) Dietary Restrictions
   f) Code of Conduct
   g) Discipline
9) Health Services
10) Safety and Security
11) Contacting Your Student
12) Contacting Us
13) Information for International Students
14) Fundraising Guide For Students Admitted to Brown Pre-College Programs
A Note to SPARK Parents

We are excited to welcome your child to Brown's SPARK program! SPARK is an academic experience, designed to let bright, young students meet their peers in a supportive, constructive, and challenging environment. It is also a unique opportunity for talented and motivated young people to practice managing their daily lives in a supervised and encouraging environment.

Although the program is selective, once admitted the students learn and live in a non-competitive environment. In fact, we pride ourselves on creating a nurturing atmosphere where students learn together, socialize with each other, and engage in group activities. Students will be encouraged to collaborate and work together to achieve common academic and social goals.

Each student will be treated with respect, and in return, we expect that students are respectful to each other, their Resident Advisors (RAs), Teaching Assistants (TAs), and instructors.

Each day, students participate in classes and co-curricular and recreational activities. While our trained staff of Residential Advisors will supervise activities and residence hall life, we would like to emphasize that students must accept responsibility for their own work and behavior. Students who are not ready to take responsibility for their own actions may not be suitable for SPARK.

We are concerned about the academic, emotional, and physical well-being of all students in the SPARK program. In the case of offensive and/or disruptive behavior by a student, we will contact the student’s parent(s), discuss the issue, and search for a mutually agreeable solution.

If your student is taking medications, we ask that you give them to the SPARK medical coordinator at check in. The coordinator will supervise the administration of all prescription drugs. Please note that Residential Advisors do not dispense, or remind students to take, medications.

We are eager to share the excitement and exploration of science at Brown with your son or daughter. We look forward to an academically inspiring, fun-filled, two-weeks on campus this summer!
A Note to SPARK Students

Hello and welcome to SPARK! For two weeks this summer, you will embark on a wonderful experience that will be exciting, fun, and challenging. Not only will you delve deeper into the world of science, but you will grow and learn both in and out of the classroom.

In order to have the most successful SPARK experience possible, we ask that you have an open mind, be respectful, and engage in teamwork. Respect is important everywhere—in your classes, during free time activities, and in your residence hall. At SPARK, we focus on both respecting yourself and respecting others.

You will be studying with instructors who are passionate about science. They will both challenge and support you as you explore and deepen your understanding of science. Come ready to learn and have fun!

You will make friends with many other students from different states and countries. You will be working in teams with your peers in your classes, conducting experiments, and solving problems. You will also be spending your free time together, going on field trips, playing games, relaxing in the dorm, eating your meals together, and sharing a residential hall. Respecting and accepting each other’s differences and similarities, listening to each other, being honest, and helping each other in all aspects of the program will make it rewarding for everyone.

We look forward to sharing our love of science with you!
Forms for SPARK Students

Below is a link to the mandatory forms and course-specific forms for the SPARK Program. Please note that the Residential Activities Form will be emailed to you in May. Parents and guardians, please take the time to carefully provide all the required information.

Forms for all Accepted SPARK Students »
http://www.brown.edu/academics/pre-college/spark/for-accepted

Required SPARK Forms:
• Instructions for Students and Parents
• Student Acceptance Form
• Statement of Policy Compliance Form
• Code of Conduct Form
• Medical History and Immunization Form
• Medical Authorization Form
  (Parents/guardians, please also send a copy of both sides of the health insurance card that covers your SPARK student.)

Forms as Applicable:
• Disability, Medical, and Dietary Services Request Form
• Travel Alone Form

SPARK Course-Specific Forms:
Please note that individual courses may require specific forms. Students will not be allowed to participate in these courses if the forms are missing.

• Conservation of Endangered Species Roger Williams Zoo- Equipment List
• Conservation of Endangered Species Roger Williams Zoo- Medical Form
• DNA Science & Biotechnology- Course Waiver Form
• Exploring the World of Marine Science- Equipment List
• Exploring the World of Marine Science- Save The Bay Waiver
• So You Want to Be a Scientist- Course Waiver Form

Residential Activities Forms
• The Residential Activities form will be emailed to students in May.

Questions concerning forms should be directed to summer@brown.edu.
What to Bring

Because of the intensity of this program, we are not staffed to provide laundry service to students, and they will have no time to do their own laundry. Students should bring what they need for the two weeks. In an emergency, residential staff will assist.

Common Necessities
• Proper attire for laboratory-based classes (see below)
• Clothing: shorts, t-shirts, pants, etc.
• Sunscreen
• Comfortable walking shoes
• Umbrella/raincoat
• Sheets for your twin, extra-long size bed (36 by 80 inches, approximately 6 inches thick.)
• You may also wish to bring a mattress cover or pad
• Blanket
• Your own pillow (if preferred)
• Towels
• Alarm clock
• Desk lamp (Halogen lamps are not permitted in the residence halls)
• Clothes hangers
• Mug/drinking glass (plastic)
• Refillable water bottle
• Laundry bag
• Toothbrush, toiletries, soap
• Fans: Students arriving on campus in a car are strongly encouraged to bring a fan from home since a limited number are available for purchase or rental on the day of arrival. There will be one fan provided for each room.
• Reusable water bottles: It’s important for students to stay hydrated during the summer heat.

You will find in your room: bed, pillow, desk and chair, dresser, wireless internet, a trash can and one fan.

Proper attire for laboratory-based classes
All SPARK students will work in laboratories during the course of the program, and must dress to meet established practices for lab attire. Closed toed shoes or sneakers and long pants are required in laboratories. Sandals, shorts, skirts, and tank tops may NOT be worn in laboratories. Students with long hair should be prepared to tie their hair back for safety reasons as necessary and as required by your instructor.

Optional Items
• Recreation and sports equipment
• Sunglasses
• Laptop computer
Refrigerators may be rented on Sundays during check-in.

You may NOT bring pets, cooking devices, or air conditioners.

Money
The cost of all program-related activities is covered by the comprehensive fee. However, students may like spending money for snacks, refreshments, and various shops while on trips or on campus. We leave it up to parents to decide if a student should have additional money during their stay.

Personal Computers
Other than a laptop, computers are often too cumbersome to transport for such a short period of time. Residence halls at Brown are wireless and wired for access to the Brown network and the Internet. Students who have the appropriate computing equipment and can configure their own computers are welcome to use the network during the summer at no charge.

Because access to the network from the residence halls is not a supported service during the summer, the only assistance we can provide is written documentation called "Getting Connected on the Network." Access to the network via modem is not available.

For those who do not bring a computer with them to campus, several computing clusters are available. They are equipped with PCs and Macs, printers, and scanners.

Brown has its own standards of behavior for users of its computing facilities and services, including the use of those systems that are used to enter postings. All users of Brown's computing resources are expected to abide by the guidelines outlined in the document "Using Computer Resources at Brown," which students receive at Orientation. Brown does not monitor Internet activity in any way. Students will have access to all on-line materials. However, printers located in the computing facilities may be used for course assignments only.

Phones
We know that you will want to be in touch with your child—and they with you—and we encourage you to talk to your son or daughter before arriving on campus about when and how much to be in touch. It frequently happens that within hours of parents’ departure, the students are so immersed in the experience that their sense of time—of when they last spoke to their parents—is very different from their parents’ sense. Most students and their parents find that cell phones are the most convenient way to communicate, but they are not required. Except in emergency situations, Pre-College staff cannot generally honor requests to track down a student; hence, our request is that you arrange regular times to be in touch with your child.

SPARK students have a very busy schedule. Except in an emergency, please do not call your student during class time, activities, or meals. SPARK students have free time between 5:00-5:30pm almost every day. They will also be available between 9:00 and 11:00 PM when lights are out. If you are concerned about your student, please let us know. SPARK staff are reachable via spark_program@brown.edu.
Student Travel

We strongly encourage parents to come to the check-in and attend the opening informational session of the SPARK program. If, however, you are unable to attend and your child is arriving alone, then we can pick him or her up at the train station, the bus terminal, or in the airport at the base of the airport escalator (which is a few minutes walk from the airplane exit gate). Your student will be met by one of our residential staff at the following locations:

- TF Green Airport in Rhode Island
- Peter Pan Bus in Providence (Please note, there are two Providence bus stops. Students should get off at the Providence Bus Terminal and not the Providence Downtown stop.)
- Amtrak Train station in Providence
- We do not meet students arriving in Boston.

SPARK students who are traveling alone must arrive on Saturday, July 11, 2015 after 3:00pm EST.

Arrival

- If your SPARK student is arriving at one of these locations, without a family member, then parents/guardians must fill out the Travel Alone Form at least 2 weeks prior to the start of SPARK (before June 26, 2015).
- Please plan to have your student arrive on Saturday July 11, 2015 after 3pm. There is no Sunday pickup.
- If at all possible, please provide your SPARK student with a cell phone and let us know his or her number.
- Two weeks prior to the beginning of the program, students will receive a picture of the staff member who is meeting them and more specific directions.

Departure

- Please make sure your student leaves between 3pm and midnight on Friday, July 24, 2015.
- Note: no extended stay after July 24th is possible. Unfortunately, we cannot accommodate housing and supervising your SPARK student for an extra night.

Fees - the cost of this service is:

- $75 each way (arrival and/or departure)
- $150 for Saturday night housing prior to the start of the course
Directions to Campus

Arriving on Campus
On your orientation Sunday, you will want to arrive for check-in at the Main Green, which is at the corner of Brown and George Streets in Providence, between 9:00am and 1:00pm.

https://goo.gl/maps/ccVjj

Parents/Guardians: If you are arriving in Providence with your SPARK student, here are directions to campus.

Arrival by Car
On orientation days, students find it convenient to leave their luggage in the car and walk to check-in. Once you are checked in, luggage may be brought directly to the SPARK residence hall.

From the North or South on Interstate 95: Take Exit 22 to Downtown Providence. Continue straight on Memorial Boulevard, turn left onto College Street at the fourth set of traffic lights. Halfway up the hill, turn right onto Benefit Street. Take your first left on George Street. Parking is limited so park wherever you can find space near the intersection of George Street and Brown Street (Magee Street, Benevolent Street, or Charlesfield Street).

From the East on Interstate 195: Take Exit 2 to South Main Street and continue for half a mile until the first set of traffic lights. Turn right onto College Street and then right onto Benefit Street. Take your first left on George Street. Park on any one of the following streets adjacent to George Street: Magee Street, Brown Street, Benevolent Street, or Charlesfield Street.

From the NorthWest: Follow Route 146 to I-95 South. Once on I-95 South, follow the directions above (from the north and south).

Arrival by Train
Providence is served by Amtrak and Boston’s Commuter Rail. The train station is a short cab ride to the University.

Arrival by Bus
Providence is served by PeterPan bus lines. The Providence terminals are a short cab ride to the University.

Arrival by Air—Providence TF Green Airport
T.F. Green International Airport (named for Theodore Francis Green, Brown class of 1887) is served by many national and regional airlines. The airport, which is in the city of Warwick, is approximately 10 miles from the University. A variety of ground transportation is available from the terminal to Providence.
Airport shuttle
A shuttle will run every 30 minutes on the hour and half hour from TF Green Airport to Wayland Arch (27 Brown Street near the corner of George and Brown Streets). SPARK students and their parents should meet a representative from University Shuttle with a "Summer@Brown" sign near baggage claim who will direct them to the vehicles in the lot. This shuttle service is only for students who are accompanied by a SPARK parent or guardian. If students are traveling alone, please see information above.

Cost: $15 USD/student and University Shuttle, LLC accepts CASH ONLY.

Schedule
Arrivals
Sunday 8am - 7pm | TF Green Airport - Wayland Arch

Departures
Friday 1 - 9pm | Wayland Arch - TF Green Airport

Late Departures
Saturday 6 - 11am | Wayland Arch - TF Green Airport

If you need transportation outside of these hours, please plan on taking a cab or contact University Shuttle, LLC at 401-228-8588 in advance of your planned arrival to determine if they can assist you.

Arrival by Air—Boston Logan Airport
If you are arriving via airplane at Logan Airport in Boston, Massachusetts please take Peter Pan Bus to Providence (approximately a one hour and thirty minute ride). Visit the Peter Pan Bus/Logan Airport website for complete information on schedules and ticket purchasing.

*Please note, after arriving into Peter Pan Bus Terminal in Providence, you will need to contact a local taxi company to bring you to Brown University. Please see local taxi cab numbers listed below to set-up in advance.

Local Taxi Telephone Numbers
Corporate Transportation 877-231-2228
Checker Cab (401) 944-2000
Airport Express (401) 521-4200

Program Arrival and Departure Details

Check-in and Orientation
Check-in for SPARK begins on the morning of Sunday July 12th and will be held in front of Caswell Hall, on the Ruth Simmons Quad, located at 168 Thayer St. Please look for signs and the check-in
tent where you and your student will receive a room assignment, key, and additional information. Be sure to leave time to find on-street parking, which can be scarce on College Hill.

**Arrival**
Sunday, July 12, 2015; 9:00am–1:00pm

Students are required to arrive on campus between 9:00am and 1:00pm on the Sunday before their program starts. Students will be directed to the check-in location where they will receive their residence hall room keys, Brown I.D. card, orientation schedule, and a campus information packet.

**Campus Tours**
Tours for students and their families will be given at 10:00am, 11:00am, and 12 noon.

**Orientation**
Orientation for students and their families is held on Sunday, July 12th after students check in. An orientation for parents only will be given at 1:30pm. Parents will have an opportunity to meet program staff and the professional live-in Residence Director. During this time, the Residential Advisors will meet with students separately and lead ice breaker activities and review program expectations.

Parents will have an opportunity to say goodbye to their students after the orientation session and should plan to depart campus by 2:30pm.

Here is a list of the events on Sunday:

- 9:00am–1:00pm: Check-in on the Green
- 10:00am, 11:00am, or 12:00pm: Campus Tours
- 12:00pm–1:30pm: Lunch on your own
- 1:30pm: Orientation for parents only (not for students)
- 2:30pm: Good-byes
- 3:00pm: Orientation for students only

**Closing Day Events and Departure Schedule**

Friday, July 24, 2015

Parents and students are invited to join instructors and staff for a Closing Event on Friday, July 24th from 1:30–3:00pm (campus location to be determined). The Closing Event will highlight the work of all the SPARK courses. We encourage parents and family members to attend. More information regarding this event will be posted as we get closer to that date.

Immediately following the Closing Event, students and parents proceed to the residence halls for check-out.

Extended housing is not available for SPARK students. Students must leave campus after
checking out of the residence hall at the conclusion of the closing ceremony.

Meals and Snacks

SPARK students eat breakfast, lunch, and dinner together in one of Brown’s dining halls, under the supervision of Residential Advisors. Afternoon snacks will be served in the classroom. Students are encouraged to fill their water bottles and bring them to class and to all of their activities.

If a SPARK student has food allergies or dietary restrictions, please complete the Disability, Medical, and Dietary Services Form.
Policies

The Brown University SPARK program brings together students from the United States and other countries who share an interest in seeking academic enrichment and intellectual growth. The program is committed to maintaining standards that are conducive to academic excellence and personal health. Brown University assumes that the students enrolled in SPARK are capable of accepting responsibility for their behavior and safety and expects them to do so.

Students and parents are expected to review our policies and sign the Code of Conduct section of the acceptance form. Specific policies apply to aspects of academic and residential life, including class attendance, plagiarism, curfew, quiet hours, and disruptive behavior. Behavior that is unsafe, disruptive and/or inappropriate will not be tolerated. Students are expected to abide by the policies, and students who do not adhere to them may be dismissed from the program.

Residential staff members help students balance the competing demands of academic and social life. If students have an academic concern, they are encouraged to seek out the guidance of their instructor or the Director of SPARK in the School of Professional Studies. If they have a personal concern, they are encouraged to seek out their Resident Advisor for advice or assistance. Professional live-in staff and Resident Advisors participate in a 24 hour on-call system to manage any emergencies that might arise.

These policies and guidelines, together with advising from faculty, residential staff, and administrators, should make acceptable standards of conduct and resources for support clear to students. Students, who do not act in accordance with reasonable standards of behavior, thus creating a detrimental effect on themselves or others, will be subject to discipline and possibly dismissal from the SPARK program. It is expected that parents, aware of the social and academic policies, will support these policies.

Program faculty, residential life staff, and other staff are charged with implementing and enforcing both University and The School of Professional Studies program policies. Students are expected to follow these policies in order to maintain and enjoy an academic and social environment, which is conducive to the academic success, comfort, and satisfaction of all.

Completion of the Acceptance and Statement of Policy Compliance form and the Code of Conduct form, which indicates knowledge of policies and guidelines contained herein, is a condition of program enrollment. Failure to read that document or this webpage does not excuse students from complying with program policies.

Please do not hesitate to contact us with questions: (401) 863-7900 or email us at summer@brown.edu.
Academic Policies

• **Academic Honesty**
  Strict academic honesty is required of all SPARK participants. A student's name on any written exercise is regarded as an assurance that it is a product of the student's own thought and study, stated in his or her own words and produced without assistance, except as quotation marks, references, and footnotes acknowledge the use of other sources. Infringement of the academic code in written work entails penalties ranging from failure in a particular exercise or in a particular course, to dismissal.

• **SPARK Attendance Policies**
  All students must be in attendance by the second day of classes or their registration will be cancelled.

• **Course Changes**
  Course changes can be made up to one week before the start of SPARK on a space-available basis. Course changes are not permitted once the SPARK program has started.

• **Successful Completion of Academic Program**
  Commitment to successful completion of the SPARK program is required. Students must meet all academic requirements established by instructors. Regular attendance at class sessions, punctual and competent completion of all assigned work, and full preparation for and participation in each class session are required. The University expects that students will not indulge in behavior that endangers the academic well being of themselves or others. Any student who does not meet these obligations may be put on probation or dismissed.

• **SPARK Evaluations**
  SPARK courses do not have tests or grades. SPARK allows students to concentrate on learning and the process of scholarship, not their final grade. All students who successfully complete their course will receive a certificate of completion.

Residential Policies

As a member of the Brown community, SPARK students must follow rules and policies for their own well-being and for that of other students. Specific policies apply to aspects of residence life, including curfew, disruptive behavior, quiet hours, visitors and overnight leaves. Residential staff will bring unsafe and/or inappropriate behavior to the attention of the program administration. If a student, in the judgment of the residential staff, fails to meet the established expectations for social and residential conduct, or shows disregard for a member of the residential staff’s directives, disciplinary action will be taken.

Please note that all SPARK students are required to stay in Brown University’s residence halls.
Housing

Students live in Brown’s residence halls within walking distance of classrooms and dining halls. Male and female students are housed in different buildings. Within buildings, students are assigned to double occupancy rooms on single-sex floors with single-sex shared bathrooms. Unless a specific roommate request is made, students will be randomly assigned to another SPARK student. Rooms provide typical college furniture, and do not have central air conditioning (one fan per room is provided).

SPARK students are supervised throughout the program by a team of carefully selected Residential Advisors (RAs) who live in residence halls with SPARK students and chaperone them throughout the entire day. An average student/RA ratio of 12:1 guarantees that students will receive the personal attention they need. The RAs are trained specifically to support this program by two Residence Directors and the SPARK Community Director.

The RAs lead floor meetings several times throughout the program and facilitate community building among their cluster of SPARK students. RAs are not only supervising the safety of your SPARK student, but they are there to be a mentor and answer any questions concerning high school and college life. The RAs will be a resource to the SPARK students and serve as role models and mentors.

In addition to the RAs, two Residence Directors and a Community Director oversee supervision of all SPARK students and serve on call 24 hours a day, seven days a week while the program is in session.

Roommate Requests
SPARK will accept and consider roommate requests if parents of both students send an email requesting each other to spark_program@brown.edu.

Quiet Hours and Curfew
Quiet hours for SPARK students:
- 9:00pm–8:00am: Sunday through Thursday
- 10:00pm–8:00am: Friday and Saturday

Note: All other hours are considered “courtesy” hours. Students may study in groups or socialize quietly during quiet hours in the lounges. Violation of quiet hours is disruptive to many individuals living in the residence hall and may result in disciplinary action. Causing excess noise and/or undue disturbance is prohibited at all times.

Curfew hours for SPARK students:
- 10:00 p.m. in their own rooms
- 10:30 p.m. lights out
**Overnight Leaves & Leave at other times**
Overnight leaves are not an option for SPARK students; we require that they remain on campus for the entire two weeks in order to build cohesiveness among the students.

**Visits by Parents or Others**
Parents are asked not to plan visits to their students during the two-week period due to a full schedule of activities. A visit would otherwise take your student away from vital programming.

Additionally, to promote the safety of our SPARK students, visitors (including parents and family members) are not permitted to enter the residence halls when the program is in session without contacting the SPARK Residence Director.

**Room Changes**
Room changes are discouraged because we would like the students to have a real college experience and learn to respectfully live with roommates. If there are concerns or problems please consult the SPARK Residence Director.

**Commuter Students**
The SPARK program does not accept commuter students. In an effort to build teamwork, cohesiveness, and a community, all SPARK students live on campus for the two-week program.

**Air Conditioners Are Not Permitted**
If you need to bring an air conditioner for medical reasons, you must complete the [Disability, Medical, and Dietary Services Form](#). A staff member of Student and Employee Accessibility Services (SEAS) office will contact you for additional medical documentation to determine if you are eligible for this accommodation.

**Medications**
If a SPARK student is taking medications, we ask that parents give all medications (prescription and over the counter) to the SPARK medical coordinator at check in. The coordinator will supervise the administration of all prescription and over-the-counter drugs. Please note that Residential Advisors do NOT dispense, or remind students to take, medications. Please bring an original prescription and enough medication for the duration of the program.

**Identification Cards**
Each student is issued a Brown University identification (ID) card that is the property of the University. This card opens the exterior door of the residence hall and provides access to the computing center, libraries, dining hall and athletic center. Lost cards should be reported immediately to a member of the residential staff. There is a replacement charge for lost cards. University employees have been instructed to confiscate any invalid ID card; therefore, a student should use only his or her card and never lend the card to another student.
Room Keys
Brown University issues one room key to each resident assigned to a room in a residence hall during the summer months. Students are expected to be in possession of their room key whenever they leave the room, even if it’s "just for a minute."

Lock-Outs, Lost Keys and Lost I.D. Cards:
Students are responsible for their room key and I.D. card at all times. Students who lock themselves out of their rooms or who lose keys and access cards pay the following charges:

a. $25 for each lockout.
b. $75 for each lost key and lock change.
c. $20 the first time a card is lost, with increments of an additional $15 for each subsequent loss.

Note: students who do not return their room key when they check out of their room will be charged $75 for a lock change.

Windows & Balconies
Sitting on window ledges, balconies, or roofs and dropping or throwing objects out of windows is prohibited. Failure to adhere to this policy is grounds for disciplinary action.

Residence Hall Security
Residence hall rooms need to be locked when not occupied. Residence hall entrances remain locked at all times. Students are urged not to bring valuables to campus. A SPARK student should never leave the residence hall area alone. Resident Advisors are there to help them get whatever they need. Personal and community safety precautions are reviewed thoroughly at orientation and during the first residential hall meeting.

Student Rooms & Common Areas
Students are responsible for the condition of their rooms and hallways. They will be held liable, individually or jointly, for damaged or missing University property. Course Performance Reports and Certificates of Completion are withheld until any damage charges are paid.

Abandoned or Damaged Property
The University is not responsible for personal property of students. This includes items delivered to the University on your behalf and property in individual rooms. It is strongly urged that all students have personal property insurance to protect from loss or damage due to theft, fire, flood, vandalism and any other hazards. Students are urged to lock doors and windows of their room at all times.

Any belongings left behind during any such period are and remain the sole responsibility of the registered occupant. The University reserves the right to remove unidentified/unclaimed items from all areas in the residence halls.

Students wishing to claim items left behind should contact Facilities Management Services within 48 hours of moving out- (401) 863-7800.

Note: Students who are dismissed from the program are responsible for packing their
belongings and returning their key. If a student is not able to pack their belongings before departing from campus, the belongings will be inventoried, packed and shipped by a third party vendor contracted by the University at the student's own expense. The University is not responsible for lost or damaged property that may occur in packing and shipping.

**Items Not Allowed in the Residence Halls**
Specifically prohibited from the residence halls are firearms of any type, ammunition, knives of any sort, including pocket knives, fireworks, explosives, gas operated stoves, motorcycles, vehicles, hot plates, heating appliances, space heaters, air conditioners, torchiere halogen lamps, candles (including tea lights), open flames or any external heating elements, and illegal drugs. Refrigerators must not exceed 4 cubic feet, 1.5 amps. Pets are not allowed.

**Personal Health**
Care for personal health is critical. Poor hygiene, nutritional and sleeping habits lead to academic and social difficulties and illnesses. Should a SPARK student exhibit behavior which causes the program staff to have a concern for the student's health, the student's parents or guardian will be called, and the student may be required to see a health care professional for a consultation at Health Services or Counseling and Psychological Services on campus, or an appropriate clinic off-campus. If a health care professional judges a student's health to be at risk or to pose risk to other students, the student may be asked to leave the program.

**Smoking**
SPARK students are not allowed to smoke. Failure to adhere to this policy may result in disciplinary action including notification of the student’s parent/legal guardian. For parents, there is no smoking in Brown University buildings, including residence halls or within 35 feet from the entrance to any University building. Smoking is prohibited at program-sanctioned events, including outdoor events.

**Libraries, Athletics, Food Services and other facilities**
Students must follow the guidelines provided by each University service facility. Disregard for facilities policies, misuse of facilities, or dangerous or offensive behavior in any University department will be grounds for disciplinary action, including the loss of facilities' use privileges.
Financial Policies

Billing Information
Student Account statements will be generated monthly beginning in February. Bills will be sent to the address that students/parents provide to us during the application process. Statements will be generated around the 12th of each month until the student is paid in full. Account balances can also be viewed online via connect.brown.edu. Please refer to the Payment Information below for timing and methods of payment.

Payment Information
Payment deadline SPARK: May 28, 2015.

*Students who register May 28, 2015 and thereafter—payments are due upon course registration.

Accepted Payment Methods
ACH (electronic check) is accepted for any type of fee, including application, deposit, and FULL balance. Partial payments by ACH are not accepted. Partial payments must be made by check, money order, or wire transfer. ACH payments can only be processed by using a US personal checking or savings account. Please note that a debit card number or corporate account is not acceptable for the purposes of ACH transactions.

Credit Cards (MC/Visa/AMEX/Discover) are accepted for the application fee and deposit only.

PLEASE NOTE: Online ACH and Credit Card payments can be made via the student portal at connect.brown.edu.

Personal Check or Money Order made payable to “Brown University.” Please be sure to include student name and Student ID# which begins with ‘B’.

Application and deposit payments should be sent to:
Brown University
Pre-College Programs
200 Dyer Street
Box T
Providence RI 02912

BALANCE payments should be sent to:
Brown University
Cashier's Office
164 Angell Street
Box 1911
Providence, RI 02912

*Please note: Third party checks will not be accepted with the exception of checks from banks, trusts, and investment companies purposely set up to fund a student’s education.

**Check Conversion Notification: When you provide a check for payment, you authorize Brown
University to either use the information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic funds transfer, funds may be withdrawn from your account as soon as the same day we receive your payment and you will not receive your check back from your financial institution. For questions, please contact the Cashier’s Office at 401-863-1280.

**Wire Transfers**

Please email spsbilling@brown.edu for wiring instructions.

To assure proper and timely credit, it is vital the sender provide additional "special instruction" information which should include the student name and Student ID# which begins with ‘B’.

Some banks deduct a fee from funds wired, meaning the actual amount received and credited may be less than the intended origination amount. To ensure full credit at Brown, the remitter should add wire fee charges to the amount being wired.

**Returned Payments**

ACH Payment Returns: ACH payment clearing failures due to insufficient funds, incorrect account information, etc. will result in the reversal of the payment and a $20 returned payment charge.

Returned Checks: Any payment made, even if on a timely basis, that results in the check being returned for insufficient funds, lack of authorizing signature, etc. will result in the reversal of the payment and a $20 returned check charge. The bank automatically deposits all returned checks a second time before returning the checks to Brown.

**Additional Fees**

All students may be subject to additional fees other than the standard course and residential fees:

- Lockout fee: $25-$40 per instance, depending on frequency
- Lock Change fee: $75
- Health Insurance fee: $60
- International Processing fee (non-credit): $100
- SPARK- Travel Alone fee: $75 (each way)

**Refund Policies**

Application fees, program deposits, and international processing fees are non-refundable. All credit balances are subject to account review. Please be aware that many students incur additional fees while on campus. Therefore, refunds are typically processed 3 weeks after the completion of a program. Students who have a credit balance prior to their arrival on campus may submit a refund inquiry to spsbilling@brown.edu.

Please note that $300 deposits are not included in the refund percentage, as they are non-refundable. Students who withdraw after the 100% refund policy period are still held responsible for paying the remaining balance due if no attempts to make payment have been made prior to the withdrawal date.

Refunds of remaining fees will be made as follows:
SPARK Program (Two Weeks)

<table>
<thead>
<tr>
<th>Withdrawal Date</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Class Starts</td>
<td>100%</td>
</tr>
<tr>
<td>On or Before 2nd Day of Class</td>
<td>70%</td>
</tr>
<tr>
<td>After 2nd Day of Class</td>
<td>0%</td>
</tr>
</tbody>
</table>

COURSE CANCELLATIONS
Occasionally it is necessary to cancel a course due to low enrollment. If this is the case, we will contact you prior to the course start date. A refund will be processed once confirmed that a student will not be enrolling in a replacement course.

Student Accessibility Services
Brown University offers equal educational opportunities and reasonable accommodations for the needs of qualified students with disabilities. Section 504 of the Federal Rehabilitation Act of 1973, reinforced by the Americans with Disabilities Act (ADA) of 1990, maintains that no qualified individual with disabilities shall, solely on the basis of the disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity in higher education. For further information, please go to Student and Employee Accessibility Services (SEAS) homepage. Notice of the need for accommodations must be made a minimum of six weeks prior to the start of classes to allow time to reserve the available support services. Please complete a Disability, Medical, and Dietary Services Form. Dietary Restrictions should be received no later than two weeks before the start of course or program.

Brown also has two accessibility maps that describe routes of travel, accessible parking and the general accessibility level of all campus buildings.

To obtain information about accommodations you may need, please contact Brown Student and Employee Accessibility Services (SEAS) SEAS@Brown.edu

Residence halls are not air conditioned and do not have elevators. Students who have asthma, food allergies, and other medical conditions should also fill out the Disability, Medical, and Dietary Services Form so we may determine if an accommodation is necessary. Upon receipt of a completed form, a representative of the Student and Employee Accessibility Services Office (SEAS) or Student Affairs will contact the parent to discuss accommodations or request medical documentation.

Dietary Restrictions
If your student has health-related dietary restrictions, submit the Disability, Medical, and Dietary Services Form. Please submit per instructions on the form. It is important that Brown receive this form at least two weeks prior to the start of your student’s course.
**Code of Conduct**

We strive for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance, and understanding. Brown University values and encourages individuality while also affirming the community dimensions of academic life. A socially responsible community provides a structure within which individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

The On-Site Director and/or the Program Director reserve the right to dismiss a student and require that they leave immediately if in their judgment the student behaves in a manner which endangers him/herself, others on the program or the program’s continued operations. They may dismiss for academic or non-academic reasons. Illegal drug use and possession or consumption of alcohol is grounds for immediate dismissal.

The University is committed to honest, open, and, equitable engagement with racial, religious, gender, ethnic, sexual orientation, and other differences. The University seeks to promote an environment that in its diversity is integral to the academic, educational, and community purposes of the institution.

The principles stated above are values that hold for the entire University community. Specific standards of conduct and procedures for redress of violations of those standards for each segment of the community are outlined below.

I. Behavior that disrupts or materially interferes with the basic rights of others and the educational functions of the University.

II. Actions that:
   a. result in or can be reasonably expected to result in physical harm to a person or persons.
   b. are unreasonably disruptive of the University community and/or its neighborhoods.
   c. result in or can be reasonably expected to result in damage to property.

Note: This offense encompasses a wide range of behavior, including, but not limited to assault, vandalism, throwing, hurling, or firing projectiles without regard for persons or property.

III. Sexual Misconduct
   a. Sexual Misconduct that involves non-consensual physical contact of a sexual nature.
   b. Sexual Misconduct that includes one or more of the following: penetration, violent physical force, or injury.

Comment: Offense III encompasses a broad range of behaviors, including acts using force, threat, intimidation, or advantage gained by the offended student’s mental or physical incapacity or impairment of which the offending student was aware or should have been aware. Harassment, without physical contact, will not be deemed sexual misconduct under these provisions.

Violations of Offense III.b will result in more severe sanctions from the Program, dismissal being the standard.
Note: Some forms of sexual misconduct may also constitute sexual assault under Rhode Island criminal laws and are subject to prosecution by State law enforcement authorities—which can take place independent of charges under the University’s Student Code of Conduct.

IV. Subjecting another person or group to abusive, threatening, intimidating, or harassing actions, including, but not limited to, those based on race, religion, gender, disability, age, economic status, ethnicity, national origin, sexual orientation, gender identity, or gender expression.

V. Alcohol and other Drugs:
   a. Illegal possession, use or being in the presence of drugs and/or alcohol and/or drug paraphernalia.
   b. Students may not be in a private residence where alcohol is being served.
   c. The illegal provision, sale, or possession with intent to sell/provide drugs and/or alcohol and/or drug paraphernalia.

Note: This offense includes unauthorized possession, use, or distribution of prescription drugs. Drug paraphernalia includes, but is not limited to, all items used for the purpose of preparing, injecting, ingesting, inhaling, or otherwise using illegal drugs, or in the illicit use of legal drugs.

Failure to adhere to this policy is a serious offense and, in most cases, will result in dismissal from the program. Parents or guardians will be informed of any alcohol or drug offenses.

XI. Violation of the terms of any non-academic disciplinary sanction.

XII. Failing to appear as a witness during a non-academic disciplinary meeting.

Note: the Principles of the Brown University Community state that all members of the University community are responsible for supporting and maintaining a scholarly community in which all share together in the common enterprise of learning. This responsibility includes participating in established University processes.

Providence municipal ordinances prohibit the possession of open containers of alcoholic beverages on public ways. Providence Police and, in the case of violations on the streets immediately adjacent to the campus, the Brown University Department of Public Safety, enforce these ordinances. Violations of the open container policy on University property are enforced by the Department of Public Safety and through the University non-academic disciplinary procedures.

VI. Theft or attempted theft of property and/or possession of stolen property.

VII. Failing to comply with the proper directive(s) of a University official, including refusing to identify oneself or refusing to present University identification to a University staff member, including members of the Department of Public Safety.

Note: A University community depends upon the cooperation of all of its members to assure reasonable safety and security. There are many occasions, including emergencies, and cases of
suspicious unlawful conduct, when it is especially important that authorized personnel be able to identify members of the Brown University community.

VIII. Possession, use, or distribution of firearms, ammunition, explosives, or other weapons.

Note: The University defines firearms as any projectile firing device, including conventional firearms (devices using gunpowder), all types of air rifles, guns using BBs, pellets, or darts, or any slingshot device. All fireworks are prohibited. Knives are prohibited, except those that are designed and used for food preparation.

IX. Violation of operational rules governing various offices, departments and facilities of the University (e.g., Food Services, Computing and Information Services, the Libraries, etc.).

X. Misrepresentation:
   a. Lying or materially misrepresenting information to an official University body or officer, including a member of the Department of Public Safety.
   b. Lying in the course of a non-academic disciplinary hearing constitutes an offense that is immediately actionable.

Note: this offense includes the fraudulent use of University identification cards.

Official policies of Brown University related to computing issues.

Disciplinary Procedures

Academic Offenses
If an instructor believes that a student in his/her course has acted questionably with regard to academic honesty, the matter should be brought to the Director of SPARK or a dean in the School of Professional Studies. A dean or director, after consultation with the instructor, student and appropriate others (i.e. teaching assistants and/or Resident Assistant, the student, other instructors), will determine if a formal hearing by a disciplinary committee is required. The dean or director will interview all concerned individuals and review relevant materials in order to determine whether a violation of the academic code has occurred. If so, the dean or director will determine the appropriate penalty, which may include: reprimand; probation; loss of credit in the course; directed No Credit in the course; or dismissal from the Program.

All consequences resulting from infringements of the Academic Policies will be entered on the student’s internal record. Penalties of directed No Credit in a course or dismissal may be appealed to the Dean of the School of Professional Studies within five (5) days of notification of the hearing outcomes, the respondent(s) may appeal in writing the decisions in the case, setting out the reason(s) for the appeal. Appeals shall be submitted to the Dean of the School of Professional Studies or his/her designee. The final decision of the Dean may not be appealed.

Non-Academic Offenses
Students should act independently to the extent possible, but will be subject to guidance and direction from residential staff. If inappropriate behavior occurs, residential staff will intervene
and discourage such actions. Residential staff is responsible for requiring compliance with program policies and procedures.

They will bring inappropriate behavior to the attention of the program administration. In a case where a student, in the judgment of the residential staff, fails to meet the established expectations for social and residential conduct, or shows disregard for a member of the residential staff’s directives, disciplinary action will be taken.

**Disciplinary Meetings**
The non-academic disciplinary system is not meant to mirror the legal system. The principles of the School of Professional Studies program and the goals of balancing student education with accountability provide a philosophical foundation which is distinct from the legal system. Disciplinary meetings are conducted by a dean or other appropriate staff. In determining whether or not a standard of conduct and/or policy has been violated, a dean or other designated staff member will base his/her determinations on the standard of preponderance of evidence. Parental notification may be an outcome of a disciplinary meeting depending on the seriousness of the incident. In an effort to encourage students to take responsibility for their behavior and use the experience to make good decisions, parents may not be notified of a disciplinary meeting until the outcome has been determined.

**Academic Consequences**
- b. Loss of credit for an assignment: this penalty only applies in cases where academic dishonesty occurs.
- c. Directed no credit: This penalty for academic dishonesty results in a student to receive no credit, grade or supporting documents for a particular course.
- d. Dismissal from the program.

**Non-Academic Consequences**
(May include one or more of the following outcomes, not necessarily in this order)
- a. Written warning
- b. Probation (until the end of the summer session)
- c. Parental notification
- d. Housing assignment relocation or removal from housing
- e. Restitution (for the repair or replacement of property)
- f. Dismissal from the program

Note: Students placed on probation are notified in writing that any misconduct while on probation is likely to result in dismissal from the program.

In a case where a single serious violation occurs or where a student endangers the well-being of him/herself and/or others, a decision may be made to dismiss the student immediately and without prior probation. This includes serious infractions that occur during the final week of the student’s program. Such blatant violations will result in withdrawal from the program without grades or record or program participation issued. In cases of serious violations that lead to dismissal, the assistance of Brown University Department of Public Safety may be requested.
Students dismissed from the program, whether for academic or behavioral reasons, are notified in writing. A parent or guardian is notified immediately after the decision of dismissal has been given. Students dismissed from the program are required to notify their parents/guardians to make travel arrangements at the earliest possible time.

Please note financial consequences in the “Refund Policies” outlined above.

Students dismissed from the program are responsible for checking-out out of their room under the supervision of a residential staff member. If a student or parent is not able to pack their belongings, a moving company will be contracted by the University to pack, inventory and ship the student’s belongings at the student’s own expense. The University is not responsible for any lost or damaged items.

Students who have been dismissed from any Brown School of Professional Studies program for academic, social, or residential violations will receive no refunds of any deposits or fees. Grades, Course Performance Reports, or Certificates of Completion will not be issued to a student who has been dismissed.

**Appeals**

a. Within five (5) days of notification of the hearing outcomes, the respondent(s) may appeal in writing the decisions in the case, setting out the reason(s) for the appeal. Appeals shall be submitted to the Dean of the School of Professional Studies or his/her designee.

b. Appeals will normally be considered only when relevant new evidence not available at the time of the hearing is presented, or when a substantial procedural error by the hearing body/officer is demonstrated.

c. If the appeal officer determines that the appeal has merit, he/she may reduce the severity of a sanction or may remand the matter to an appropriate hearing officer or body.

d. For hearings involving charges under Offense III and Offense IV for harassment based on sex/gender, sexual orientation, gender identity, or gender expression, the complaining witness shall have the right to appeal on the same terms as the respondent, provided however that if the Appeal Officer determines that the appeal has merit he/she may increase the severity or terms of a sanction, or remand the matter to an appropriate hearing officer or body.
Health Services

Health Services is located in Andrews House on the corner of Brown and Charlesfield Streets. If a SPARK student requires medical assistance from Health Services or from the hospital, he or she will be accompanied at all times by a residential staff member and parents/guardians will be notified. The SPARK medication coordinator will administer all medications.

(401) 863-3953 is the off-campus number
x3-3953 is the on-campus number.

Brown University Health Services is available to all students during business hours Monday through Friday for medical problems such as colds, cuts, sprains, or infections. Limited pharmacy and x-ray hours are offered. If a student is charged for medication or tests, we will contact the parent to obtain credit card information. Please bring a credit card or cash to pay for these services. Situations involving medical attention are referred to local area hospitals, and parents/guardians will be notified.

Brown University maintains its own Emergency Medical Services (EMS). Our EMTs are equipped to respond to medical emergencies 24 hours a day. Situations involving medical attention after business hours are referred to local area hospitals.

A Residential Advisor will chaperone the student at the hospital and remain with the student until he or she is treated and released. The parent/guardian will be notified if a SPARK student is transported to the hospital. Students should expect to spend an average of three hours in the Emergency Room.

Please remember to return a completed Medical Authorization Form and Medical and Immunization History Form to us before the start of your program. The forms are available for download on our website and will also be sent to you with your confirmation. We regret that we cannot allow a student to participate in the program until the medical form is completed and on file with us.

If your student has any significant allergies, medical conditions, or needs special accommodations (asthma, mobility issues, etc.), please complete the Disability, Medical, and Dietary Services Form.

Health Insurance Coverage
You must show proof of health insurance coverage with a US carrier. If proof is not listed, you will automatically be enrolled in Brown’s student health insurance plan for a $60 fee for the length of your program. This plan has limited coverage. International students are automatically billed for and enrolled in Brown’s student health insurance plan.
Safety and Security

**Personal & Community Safety**
The safety of our students is of paramount importance. Brown Department of Public Safety personnel are on duty 24 hours a day, seven days a week. Access to residence halls is restricted to residents, their approved guests, and other authorized members of the University community. All residence hall entrances are locked 24 hours a day and can only be accessed with an authorized ID card.

**Safety Precautions**
SPARK students are accompanied at all times by a SPARK residential staff member. Each student is issued a wallet-sized laminated card with emergency phone numbers. Residence halls are equipped with smoke alarms, pull stations and fire extinguishers.

Brown’s campus is part of what is known as “College Hill” in the city of Providence, and as such, is open to the public. A residential staff member always accompanies SPARK students, whether they are on the way to class, the dining hall, or any location on or off campus.

There are 140 emergency phones, also known as “blue light phones,” on buildings or in green areas on campus and 58 in elevators. All residence halls and classroom buildings have a blue-light phone at each entrance. Students can call anywhere on campus, or be connected to the Department of Public Safety for assistance or emergencies.

Pre-college students enrolled in the Summer@Brown program have a residence hall curfew. SPARK Resident Advisors will make sure activities are finished and students are escorted back to their dorms in a timely manner. **SPARK students must be in their own rooms by 10:00pm and lights out is 10:30pm.** Students may not leave their residence hall after curfew and must never leave on their own.

In the event that a student is absent from the residence hall or floor as prescribed, the student’s parents/guardian, then the Department of Public Safety will be informed. Repeated and/or serious violations of the curfew could result in dismissal from the program. Adhering to the curfew policy is the student’s responsibility. While residential staff will take reasonable measures to ensure that students adhere to the curfew, once a student has been verified as being within the residence halls at the designated time, it cannot be guaranteed that the student will not subsequently choose to leave the residence hall area.

**Brown University Department of Public Safety**
Personnel are on duty 24 hours a day, seven days a week. Department of Public Safety (DPS) Officers routinely patrol the campus and surrounding Providence neighborhoods in cars, bikes, and foot patrols. DPS officers are trained at the Municipal Police Academy and are empowered by the State of Rhode Island to enforce state statutes. Security officers are trained by the
department, and along with the campus police officers, are authorized by the university to enforce University rules and regulations. Both police and security officers patrol the campus 24-hours a day to deter crime, develop community relationships, and respond to calls for service and assistance. The department also provides the community with the resources and education necessary to take responsibility for making informed choices about their personal safety.

The phone number for DPS is 863-3322 and TDD number is 863-1740. DPS is open and staffed by Communication Control Officers 24 hours a day. Communication control officers are responsible for answering all emergency and non-emergency calls for service, and dispatching officers to the appropriate locations for response.

The Department of Public Safety also offers Rave Guardian service offering a public safety cell phone speed-dial option to students, faculty and staff at Brown.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Department of Public Safety is required to publish an annual security report, which includes statistics mandated by the Clery Act. You can obtain a copy of this report by contacting Public Safety at 401-863-3103 or accessing the following web site: http://brown.edu/about/administration/publicsafety/sites/brown.edu.about.administration.public-safety/files/uploads/2014ASR.pdf

Fire Safety
Fire safety regulations must be followed. When a fire alarm sounds, students must evacuate the building immediately. Tampering with fire equipment, including fire extinguishers, smoke alarms, and alarm boxes, is a violation of law and carries a fine of up to $1,000. Complete fire safety regulations are posted in the residence halls and are reviewed thoroughly at orientation. More information is available at the Environmental Health and Safety website.

Emergency Action Plan
In the event of an emergency situation, the University has an Emergency Action Plan to promote the safety of Brown students, faculty, staff, and guests. The plan outlines procedures for building evacuation, shelter in place and emergency communication. More information about the Emergency Action Plan is available at the Environmental Health and Safety website.

Brown University utilizes an emergency siren warning system and campus alert system to contact students, faculty, and staff in the event of a campus emergency. Students receive information about how to opt-in to get alerts via email or texts during orientation.

Lost & Found
The lost and found location on campus during the summer session is the Department of Public Safety (401-863-1663). Items of value left behind in residence halls such as jewelry, money, and laptop computers will be turned in to the School of Professional Studies (401-863-7900).
Contacting Your Student

The most reliable and convenient way to contact students is via a personal cell phone. If your student does not have a personal cell phone, parents, please email spark_program@brown.edu, or speak with a professional staff member on check-in day to make other accommodations. Please note that students spend the majority of their time in class and participating in extracurricular activities—during which cell phone use is prohibited.

For the safety of our students, visitors (including parents and family members) are not permitted to enter residence halls when the program is in session without the special permission of the SPARK Residence Director.

Mail
Letters and packages for students should be addressed as follows:
Student name
Brown University
c/o SPARK Program, Box 1864
42 Charlesfield Street
Providence, RI 02912

Resident Advisors will bring mail to the residence halls and distribute each afternoon. Unfortunately, we cannot accept mail delivery on the weekends.

Contacting Brown University

Brown University
School of Professional Studies, Box T
200 Dyer Street
Providence, RI 02912
Phone: 401.863.7900
FAX: 401.863.3916
Email: summer@brown.edu

Emergency Contact
If you have an emergency and need to contact your student immediately, please call the Brown Department of Public Safety at (401) 863-3322.
Welcome to Brown!

Each year, Brown welcomes SPARK students from around the world who seek a challenging yet fun experience in the United States. They come to Brown to experience an immersive science program on a college campus and to meet new friends from around the US and the world who share their academic interests and goals.

The information below will help you complete the necessary application materials and provide information about visa requirements for study in the US.

Fees
Student applicants are encouraged to review our Financial Policies. Please note that there is a $100 international processing fee and a $60 health insurance fee required for all international SPARK students. The international processing covers various costs associated with foreign delivery of completion materials, refunds where applicable, as well as other costs associated with foreign bank fees, etc.

Language Proficiency
Students should be highly proficient in English.

When selecting the SPARK program, please consider your level of English proficiency and familiarity with the subject matter. Some courses require substantially more reading and writing than others.

At least three years of formal English language classes are also recommended for SPARK students.

In our review of applications from non-native English speakers, we may request further evidence of proficiency and may recommend students enroll in an alternate course.

Deadlines for Submitting Documentation – 2015
SPARK begins on 13 July 2015. You must complete your application by 08 May 2015.

Tourist Visas
Immigration rules allow visitors on a tourist visa (B-2 or visa waiver program [VWT]), who are coming to the US primarily for tourism to take a short course of study, which is not for credit and is less than 18 hours per week. A consular officer will determine the visa that may be appropriate based on the purpose of a visitor’s travel and supporting documentation.

Brown University does not provide formal supporting documentation to enable students to acquire a tourist visa. Your acceptance letter to our programs can serve as proof of initial visit.
IMPORTANT: SPARK is considered a part-time program and under 18 hours per week. Afternoon inquiry activities do not count towards this total.

Entering the US
At the Custom’s Office at the airport, please have the following documents ready to show the Port of Entry Officer:
• Valid Passport
• Brown University Admissions Letter
• Official proof of funding or receipt of full payment for program

For International SPARK Students Traveling with a Family Member or Designee:
We strongly encourage parents to come to the check-in and attend the opening informational session of the SPARK program on Sunday, July 12th. All parents should plan their and their student’s travel so that they are able to arrive on Brown University’s campus on Sunday for registration and check-in between 9:00am and 1:00pm.

For International SPARK students who are traveling alone
If parents/guardians are unable to travel and your child is arriving alone, then we will pick him or her up at the train station, the bus terminal, or in the airport at the base of the airport escalator (which is a few minutes walk from the airplane exit gate). Your student will be met by one of our residential staff at the following locations:
• TF Green Airport in Rhode Island
• Peter Pan Bus in Providence (Please note, there are two Providence bus stops. Students should get off at the Providence Bus Terminal and not the Providence Downtown stop.)
• Amtrak Train station in Providence
• We do not meet students arriving in Boston.

SPARK students who are traveling alone must arrive on Saturday, July 11, 2015 after 3:00pm EST.

Arrival
• If your SPARK student is arriving at one of these locations, without a family member, then parents/guardians must fill out the Travel Alone Form at least 2 weeks prior to the start of SPARK (before June 26, 2015).
• Please plan to have your student arrive on Saturday July 11, 2015 after 3pm.
• There is no Sunday pickup.
• If at all possible, please provide your SPARK student with a cell phone and let us know his or her number.
• Two weeks prior to the beginning of the program, students will receive a picture of the staff member who is meeting them and more specific directions.
Departure

• Please make sure your student leaves between **3pm and midnight on Friday, July 24, 2015**.
• Note: **no extended stay** after July 24th is possible. Unfortunately, we cannot accommodate housing and supervising your SPARK student for an extra night.

Fees: The cost of this service is

• $75 each way (arrival and/or departure)
• $150 for Saturday night housing prior to the start of the course

Be sure to bring your immigration documents to registration and orientation on the Sunday your program begins.

Refund Policy
Please note: If you must withdraw from the program at any point, the application fee, program deposit ($300), and international processing fee will not be refunded.

Wire Transfer
For wire transfer instructions, please email **spsbilling@brown.edu**
To assure proper and timely credit, it is vital the sender provide additional "special instruction" information which should include the student name and Student ID# which begins with ‘B’.

Some banks deduct a fee from funds wired, meaning the actual amount received and credited may be less than the intended origination amount. To ensure full credit at Brown, the remitter should add wire fee charges to the amount being wired.

Additional Questions
Please contact us by email: **SPSIInternational@brown.edu**
Or by phone: (401) 863-7900 Monday through Friday from 8:30am until 5:00pm EST

Fundraising Guide

Please follow this link to the **Fundraising Guide.**