March XX, 2020

Dear Ms./Mr./Dr. SURNAME,

**Congratulations!** On behalf of Global Citizens Initiative (GCI), we are pleased to offer you admission to the GCI Seminar for Educators 2020 (The Seminar). **You have also been awarded a full $3,400 scholarship to cover the Seminar tuition and a (partial) travel grant (see details below)!**

The Seminar is an intensive program for secondary school educators and administrators who are interested in exploring how to prepare young people for leadership roles and equip them for initiating real change in their communities. Taking place from **July 27 to July 30, 2020 at the University of St Andrews in Scotland**, the Seminar runs in parallel with the GCI Summit, GCI’s flagship event and the launchpad for the GCI Fellowship for secondary school students.

There will be a **Dinner at 6:00pm and** **Welcome Orientation at 7:00pm on Sunday, July 26**. Therefore, we encourage all Educators to arrive in St Andrews before dinner at 6:00pm on July 26. Official programming will begin on Monday, July 27. The program will **officially** **conclude on Friday, July 30 around 10:00pm**, after the close of the Celebratory Dinner. Highlights of the Seminar include:

* Monday: Design Thinking at the V&A Dundee with Teddy Zmrhal, Global Vice President at Salesforce
* Tuesday: Harkness®\* Academic Sessions led by Dr. Eimer Page from Phillips Exeter Academy and Fostering Social Change and Leadership in the Classroom with Dr. Shawn Humphrey from the University of Mary Washington
* Wednesday: Case Studies on Sustainability and a field trip to the Isle of May
* Thursday: Discussions from the Field: Sharing Classroom Experiences Workshop

**PLEASE NOTE:** GCI is still planning to hold both the Seminar and the Summit this July. We are also **carefully monitoring reports on COVID-19 (the coronavirus) and will prioritize the health and safety of those participating in our programs** when making any decisions. In the event that GCI has to cancel the programs, we will offer you a full refund for tuition. We encourage you to reach out if you have any questions or concerns.

Due to the current global health situation, **GCI highly recommends that all applicants purchase international medical insurance and travel insurance that will cover cancellations due to the coronavirus** (GCI can recommend vendors if necessary. Please reach out to GCI’s Chief Operating Officer, Rita Gail Johnson, at rjohnson@globalci.org).

**Next Steps:**

* Submit the Seminar’s **Commitment to Enroll Form**: kindly complete this and all subsequent forms in the same [Admissions Portal where you completed your application](https://gci.smapply.io/res/p/home)
* Visa: As a citizen of XXX you will be required to obtain a Standard Visitor Visa to travel to the United Kingdom. As part of your Commitment to Enroll, you must complete the Visa Appointment Information form and make an appointment to secure your tourist visa. Many countries will only issue a visa within a certain timeframe, we encourage you to make your appointment for the earliest possible date
* Background Check and Employment Letter: As part of the Commitment to Enroll, all Seminar Educators are required to complete the Background Check Authorization Form and submit a letter on official school stationary verifying your employment
* Arrange your travel: We strongly suggest that you consider booking and paying for your flights through GCI’s preferred online travel provider TripActions, as they offer discounted flights and GCI staff will be able to monitor your flight(s) while you are en route. You will need to indicate your interest in using TripActions on the Commitment to Enroll form. Due to the current uncertainty for overseas travel, GCI requests that you wait to purchase your flights (unless you plan to purchase flights that are fully refundable). **We will reach out to you on or around May 4, 2020 with an update on the status of the GCI Seminar.**

// **Congratulations! You have been awarded a travel grant!** You will need to answer yes in the Travel Plans question on the Commitment to Enroll form and book your flight through TripActions once prompted by email

// **Congratulations! You have been awarded a partial travel grant!** You will need to answer yes in the Travel Plans question on the Commitment to Enroll form and book your flight through TripActions once prompted by email. As part of your application, you indicated that you would be able to cover $XXX; we will be in contact to arrange for you to reimburse GCI for the flights at a later date

* Arrange your lodging: GCI has secured rooms at the Agnes Blackadder Hall university accommodation, at the University of St Andrews, and encourages all Educators to book their lodging through us. Agnes Blackadder will offer a single room with a single bed and an ensuite bathroom for US$95 per person per night. If you wish to stay at GCI’s lodging location, you will need to indicate so in the Commitment to Enroll form and reimburse GCI for your accommodations at a later date prior the Seminar. We can provide you with suggestions for other accommodations, if you prefer.

// **Congratulations! You have been awarded a lodging grant!** GCI will arrange for you to stay in our chosen option, Agnes Blackadder, free of charge. Agnes Blackadder will offer a single room with a single bed and an ensuite bathroom for US$95 per person per night.

// **Congratulations! You have been awarded a partial lodging grant!** GCI will arrange for you to stay in our chosen option, Agnes Blackadder. Agnes Blackadder will offer a single room with a single bed and an ensuite bathroom for US$95 per person per night. As part of your application, you indicated that you would be able to cover $XXX; we will be in contact to arrange for you to reimburse GCI for the accommodations at a later date

**By Monday, May 11, 2020 (after completion of the Commitment to Enroll Forms):**

* Complete the Seminar’s **Mandatory Enrollment Forms**, to confirm your place and officially enroll as a participant of the GCI Seminar 2020
* Make a payment of **US$3,400**, to officially enroll and cover the costs of the Seminar.
  + - * Payment options: via wire transfer, check or PayPal (see details in the Admissions Portal)
* Sign the Enrollment Cancellation Policy: If GCI cancels, we will offer you a full refund. If you cancel, you will receive a refund minus a US$300 administrative fee. Your actual refund will be determined on a case by case basis.

Once again, **congratulations on your acceptance to the GCI Seminar for Educators!** If you have any questions, please contact GCI at [support@globalci.org](mailto:support@globalci.org) or +1 (203) 542-7002.

Sincerely,





Yumi Kuwana Rita Gail Johnson

Founder and President Chief Operating Officer

Global Citizens Initiative, Inc. Global Citizens Initiative, Inc.