

Moosstrasse 106
A – 5020 Salzburg
Tel +43 662 824617
Fax +43 662 824555
office @ais-salzburg.at



Welcome to our Summer Language Program

at the American International School–Salzburg! Young people from around the world with different languages, cultures, religions and interests meet here to learn and enjoy the beautiful city of Salzburg. We look forward to welcoming you to our programs and working with you in an attempt to make your stay as enjoyable, fulfilling, and interesting as possible. While you are here, your teachers, resident staff members and the school administration are available around the clock to meet your needs and to assist you.

The following should provide you with important information covering several aspects of living and studying at AIS–Salzburg.

Documents and Valuables

All students must turn in their passport and travel documents for safe keeping upon arrival. Valuables and pocket money will be kept in the school safe which will be available to students upon arrival. While no extra spending money is necessary, most students find having between 100€–150€ per session to be helpful. Anything remaining in their “pocket money” envelope at the end of the session will be returned to the student upon departure. Again, this money can and should be stored in our school safe.

Deposit

Students are required to pay a 150€ cash deposit upon their arrival at the school. This deposit will only be used to cover any additional costs due to damages, misplaced keys, etc. The remaining amount at the end of the session(s) will be returned.

Medical Assistance

Should a student need medical assistance during their stay at AIS–Salzburg, they are to find a staff member immediately. The staff member will determine if the student needs to see a doctor, be taken to the hospital, etc., and will then contact the parents. Students should inform the staff upon their arrival to AIS–Salzburg if they have any allergies or other health conditions.

All EU citizens should have an international medical card with them during their enrollment at the school.

Communications

The school computer lab can be opened during regulated hours on weekdays and weekends. Supervision by a staff member is always required.

Faxes can be sent at any time free of charge from the school office. Personal cell phones are allowed, but they may not be used during classes. Parents can also reach their children via the main school phone line.

Keys

The students living in one dormitory room share a key. Each key must be turned in to the resident staff before departing the building. Each dorm room door automatically locks when it is closed and requires a key to enter the room. Students can also use their key to check out sport equipment in the resident staff office. A lost key costs 50€ to replace and will be taken from the 150€ deposit.



Rooming and Privacy

Students are housed in double, triple and quad bedrooms. All rooms are equipped with their own showers and toilets. Dorm rooms are to be kept tidy and the floors clear for cleaning at all times.

Boys and girls are housed in separate areas of the main building, and all students are expected to respect the privacy of those of the opposite sex. Boys are never allowed on the girls' floor, and girls are never allowed down the boys' hallways.

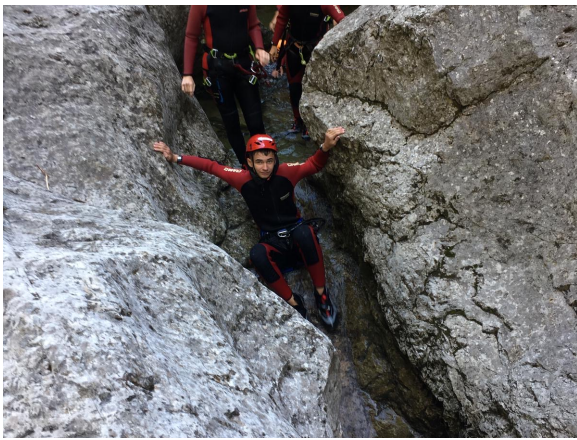
All rooms are equipped with desks, bunk beds, bedding and pillows along with ample storage space for clothes and other personal items. The school does not provide towels.

Pets, weapons, lighters and any items which create heat or a flame are forbidden.

Laundry and Cleaning

Laundry may be done as needed. The cost per load of laundry is 10€ to be paid when the student collects an empty laundry bag and name tag.

Rooms are cleaned regularly, and the bedding is changed once a week. Students must only inform a staff member if other maintenance needs arise (such as a new light bulb).



AIS-SALZBURG SUMMER LANGUAGE PROGRAM

Important Rules

- **Courtesy and Respect:** At all times students are expected to behave with courtesy and respect not only towards staff members, and one another, but also to bus drivers, pedestrians, bikers, other guests in museums, etc. Students must also respect the school property and the rights of our neighbors. The school is located in a residential area. Students must never violate the private property of our neighbors.
- **Damage:** Any damage to the school's property will be charged immediately to the student.
- **Alcohol, drugs and tobacco:** Students are not permitted to use, purchase or possess alcohol, items containing nicotine or prohibited substances at any time during their stay.
- **Languages:** Students are with us to learn a foreign language during classes and outside of the classroom. We encourage them to speak to other students who do not share the same native tongue and practice the foreign language they have come to improve.
- **Violations of any of these important rules will result in dismissal from the program.** As agreed to between the parent(s) or guardian(s) and the AIS-Salzburg SLP administration, students who are identified as unsatisfactory members of the learning community and/or are in fundamental disagreement with the expectation, rules and regulations communicated to them, will be dismissed from the program.

General Daily Schedule

7:45–8:15	Breakfast
8:30–12:45	Language Classes (with breaks)
12:45–13:15	Lunch
13:00–13:15	Collect Spending Money
13:30	Group Meeting
13:30–17:30	Afternoon Activity
18:00–18:30	Dinner
18:30	Group Meeting
19:00–22:00	Evening Activity
22:30	In Rooms
23:00	Lights Out

- On Saturdays, we take a day trip to an Austrian City.
- Students must attend all the language lessons 8:30–12:45 Monday through Friday.
- **Arrival and Departure Days–** Arrival days are on Sundays and departure days are on Fridays. This is to give our cleaning staff ample time to prepare the rooms before the new students arrive for the following sessions.

Packing Checklist

- Clothes for the length of stay
- A warm sweater or sweatshirt
- A rain jacket and umbrella
- Sturdy walking shoes
- Towels (one for the shower and one for the pool)
- School supplies (pen and paper)
- Personal toiletries (toothbrush, sunscreen, etc.)
- Swimsuit

