

Application Process

Key Dates for Summer 2025

Prior to 31 January: All *completed* Application Packets* received prior to 31 January will be processed prior to those received during the “Regular” application period. These “Early” applicants, who ultimately enroll, will receive a 25-euro credit in the Institute’s café bar during the Chez Vous program. (* See *Master Checklist* under the “Apply Now” button.)

By 15 March: This is the **Email or Postmark deadline** for the “Regular” Application period. A complete application must include all application materials and deposit as listed on the *Master Checklist* in the “Apply Now” section of the website. Applications completed AFTER March 15 are subject to a modest “Last Minute” fee.

By 31 March: All students accepted into Chez Vous will receive a Welcome Packet email containing...

- Any updated program details
- Trip and packing information
- Contact and Coordinate information in France
- Invoice for Final Payments, including any Supplemental Services you have selected.

By 15 April: You will need to submit your **Final Payment** plus your **flight itinerary** or alternative **Arrival** plans for reaching one of the following locations . . .

- CDG Airport prior to 11am on “Program Arrival” days for Institute pickup

Alternatively, the Institute can also pick you up at any of the following . . .

- Caen Normandy “Gare” – (by train, Flixbus, or BlaBlaCar Bus)
- Merville-Franceville - (Nomadcar Line 111, bus-stop “Route de Cabourg”)
- Caen/Ouistreham ferry port - (by ferry from Portsmouth England)

After your Final Payment and Arrival Plans reach us, you will then shortly receive a “Travel Packet” email containing...

- Instructions for your arrival at your chosen location above
- Emergency contact info for reaching us during your trip

Submission Addresses

For Mailing: Chez Vous Normandy

Global Univ Bldg.

1211 S. Glenstone, Springfield, MO 65804

For Emailing: bonjour@chezvousnormandy.org.

You can submit items to either address above, or even split items between them; just be sure that your name is on each item! (For printed photos mailed to Springfield, write your name on the back of each photo.)

