

Dear student,

This message is to inform you of the new conditions that apply to all future financial aid requests for travel expenses to and from the school.

Up until now you could order your flights tickets through Glen and be covered directly by LightEn, but from now on, all travel will be handled by the school directly. Students must buy their own tickets and request a reimbursement from the school.

As such, we've established a new protocol for students wishing to request financial aid.

1. All students must send us a request for financial aid 4 months\* before the date of travel. Should a student fail to request the aid in time, it will not be covered by the school.
2. Flights need to be direct to Mallorca and back to your home country. Students wishing to extend their stay for personal reasons will only receive partial reimbursement on their ticket.
3. All flights must be on economy rates, including check-in luggage.
4. Flights must be purchased 3 months\* before the travel date to ensure the best rate. The school will not reimburse tickets bought later.
5. Students must provide a copy of their ticket and an invoice together with the attached travel expense form duly filled out, stating the amount they need reimbursed.

In line with the school's teachings of consciousness, all students receiving financial aid should contribute what they can towards the final cost of their travel.

*\*We are aware that meeting the 3-month deadline is not possible for the retreats in April, May, and June, therefore all students requiring financial aid for those modules must contact before the 1<sup>st</sup> of April.*

*The 3-month deadline will be active in July.*

Kind regards,

**The ZRSOC Team**