

Student Timetable MAY SEMINARS 2009



Office of Global Education

**Grant Center, lower level
218-299-3927 or inted@cord.edu**

The information listed on this timetable will answer most of your questions on what happens and when. It is your responsibility to follow this timetable and to make payments as scheduled. **ONLY THE FINAL BILL** is sent to your billing address. For your convenience, attached is a condensed version of payment dates and cancellation policy (back page).

All seminar payments should be brought to the Business Office, 2nd floor of Lorentzsen, and made payable to Concordia College

ALL cancellations are to be made in person to the Office of Global Education.

It will be the responsibility of the student to make the first two payments totaling \$1200, before Financial Aid can be applied.

Students that have applied for Financial Aid, and have been approved, can use that money toward their third and final payments. If you have taken out financial aid to cover the entire cost of your seminar, plus spending money, an overage check will be made out in your name and given out by the Office of Global Education on April 22 and April 23, 2009.

Remember it takes at least 4-6 weeks to process your passport. PLEASE DO NOT WAIT TO APPLY! The Office of Global Education suggests applying for your passport either prior to or over the Thanksgiving break. Once your passport arrives, please bring a copy to the Office of Global Education. If your passport does not arrive by May 4, 2009 you will not be able to depart with the group and will be responsible for the full cost of your trip.

Flight Deviations

All students must depart with their May Seminar group, no exceptions. Students that wish to remain abroad must adhere to the following guidelines:

Requested deviations will be looked at on a first come first serve basis, as each seminar is unique in number of students that are participating. Determination will be based, first on the number of students that have signed up for the particular seminar, second airline contract policies, third whether you have a firm deviation plan, and fourth whether or not deviations will be allowed for your specific seminar.

*Note: Flight deviation will cost you extra, and may be denied. Global Education has a commitment to keep seminar costs in check. If your deviation causes an increase to the over all group ticket, your deviation request will be denied.

November 20, 2008 – January 15, 2009: It is highly recommended that flight deviations are requested during this time. If your deviation request is approved and group tickets have yet to be purchased, you will be charged a \$50 deviation fee, plus the airfare difference. (This is in addition to your group air ticket cost) Payment will need to be made directly to the Travel Agency the day you book your deviation. Payment must be in check or cash form. If you are unable to pay the day of booking, your ticket will not be held. *Note the Office of Global Education reserves the right to purchase group tickets at anytime, if your seminar tickets have been purchased at the time of your request, you will then be subject to the penalties outlined below.

January 16 – March 12, 2009: Deviations requested during this time will be subject to airline change penalties, which are a minimum of \$300, plus the airfare difference. (This is in addition to your group air ticket cost). Payment will need to be made directly to the Travel Agency the day you book your deviation. Payment can be made with check, cash, or credit card. If you are unable to pay the day of booking, your ticket will not be held.

March 13 – May 5, 2009: Deviation requests will not be accepted!

To request a flight deviation, you will need to do the following: Email Travel Incorporated tod@travel-incorporated.com with the following information:

- Your Name (as it appears on your passport)
- School name, seminar title, and faculty leader
- Your phone number and email address
- Date which you plan to return back to the United States, and City you would like to return from

I understand that the deposit of \$600 is refundable until the end of the day on Thursday, December 18, 2008. Cancellations between Thursday, December 19 and Thursday, January 15, 2009 will result in me forfeiting my \$600 deposit due to hotel, airline, and vendor cancellation penalties. Cancellations between Friday, January 16 and Thursday, March 5, 2009 will result in the loss of my deposit of \$600, plus my second payment of \$600, for a total loss of \$1200. Cancellations after Thursday, March 5, 2009 will result in the loss of my \$600 deposit, my second payment of \$600, plus any other unrecoverable charges, such as the full cost of the airline ticket, rail tickets, theater tickets, hotel reservations, etc.

I understand that no refunds will be made for any accommodations or services included in the seminar cost, which I voluntarily do not use, become ill and unable to participate, or when electing to return prior to the seminar's scheduled return date regardless of cause.

I have carefully studied the preliminary information regarding the May Seminar program, its course offerings, financial arrangements, the risks of travel as well as the appropriate cultural conduct expected of applicants and understand fully the obligations involved. I understand that the price quoted is an estimated figure and may increase due to currency fluctuation and airline fuel surcharges: increase will not exceed 5%. If the necessary enrollment figure is not reached, the program will be canceled, with complete refund of all payments made.

I hereby apply for participation in the May Seminar for 2009. I understand that if I have supplied inadequate or false information on any forms that require my signature, and/or interfere with the ability of myself or others to benefit from this program, I am subject to immediate dismissal from the May Seminar program and will still be accountable for unrecoverable funds due to my dismissal. I also understand that I am not registered for the seminar until the deposit of \$600 is made to the Business Office, 2nd floor Lorentzsen and my entire application is filled out and turned in to the Office of Global Education, Grant Center.

NOTE: Whomever you have designated as the person paying semester bills, will receive the final billing around the 19th of March. It is your responsibility to make sure bills are paid on time. All payments must be sent directly to the Business Office, 2nd floor Lorentzsen. Please include your ID number and May Seminar title.

*I understand I must have ALL outstanding Concordia College bills paid in full before I can participate in a May Seminar. This includes, but not limited to, bookstore bill, semester bill, May Seminar bill, and any bills with Campus Security.

I have read this six-page document and agree to all of its terms.

Student signature _____ **Date** _____

OGE signature _____ **Date** _____

Fall Semester 2008

Thursday, September 18, 2008

- Global Education SHOWCASE in the Centrum from 6:00-7:30pm.

Thursday, October 16, 2008

- FINANCIAL AID MEETING, 6:00-6:45 p.m. in the Centrum.
- All prospective May Seminar students should attend this meeting.
- Financial Aid information will not be available prior to this meeting.

November 10 - 14, 2008

- Registration for spring semester. You must register for your pre-seminar course at this time. Contact your seminar leader for specific information. The Office of Global Education will register you for your May Seminar.

Thursday, November 20, 2008

- **Last day to sign-up and pay \$600.00 deposit**, due at the Business Office, 2nd floor Lorentzsen. If you have not yet registered for your pre-seminar course, you must do so at this time.
- **APPLICATION DUE** at the Office of Global Education, Grant Center, lower level. You will not be considered registered for your seminar until your deposit of \$600 is paid AND your application is turned in and complete, this includes your International Student ID photo, your receipt of \$600 payment, and a copy of your valid passport or a copy of your birth certificate.

Thanksgiving Break November 26–30, 2008

- **Apply for your passport** at you local Post Office or Court House over break.

Passport Information

To obtain your passport please visit your local courthouse or post office. You will need:

1. Your certified birth certificate with the raised seal – this is sent in with your passport application and returned with your passport
2. \$100.00 fee (2 separate checks - \$75 check made out to the US Department of State and a \$25 check made out to the Recorder's Office or Post Office)
3. Completed passport application with your mailing address. Visit www.co.clay.mn.us for an application
4. Picture ID (Driver's License)
5. 2 passport photos

Thursday, December 18, 2008

- **Last day to cancel with full \$600 refund.**

Spring Semester 2009

Monday, January 5, 2009

- Classes resume. Second Semester begins. Pre-seminar classes begin to meet.

Thursday, January 15, 2009

- **Second payment of \$600.00 is due.** Payments are to be made at the Business Office, 2nd floor Lorentzsen.

Monday, February 2, 2009

- **Last day to apply for financial aid**

- **REGARDING Visa applications:** These will be filled out in your pre-seminar class and sent in as a group. Anyone who has not turned in their passport by designated group date will be responsible for applying for their own visa. The visa government application process can take as long as six weeks.

Thursday, March 5, 2009

- **Third payment of \$600.00 is due.** Payments are to be made at the Business Office, 2nd floor Lorentzen.
- Please note that all students will receive an International Student ID with some emergency insurance coverage. However, you will still need to check with your insurance provider to make sure you are covered while overseas.
- **May Seminar cancellations** after this date: will result in the loss of your \$600 deposit, your 2nd payment of \$600, plus any other unrecoverable charges. Cancellation of a May Seminar must be made in person to the Office of Global Education.

Thursday, March 12, 2009

- **REMEMBER TO CARRY YOUR FAMILY INSURANCE POLICY ID WITH YOU** as well as a claim form for emergency situations. ***It is important that you call your primary insurance company to make sure you will be covered overseas and what type of coverage they allow. GET IT IN WRITING!**

Thursday, March 19, 2009

- Final billings sent out. Please do not ask for a final billing before this time. Bills will be sent to the person designated to pay your semester bills.

Wednesday, April 8, 2009

- **Remainder of your May Seminar balance is due in full**, payable at the Business Office, 2nd floor Lorentzen.
- Note: Practicum payments for second summer session are payable to the Business Office, 2nd floor Lorentzen, and are not billed by the Office of Global Education.

Wednesday, April 22 and Thursday, April 23, 2009

- Financial Aid disbursement will be these two days. If you have requested money from the Financial Aid Office above and beyond the cost of your program, your refund will be given out during this time at the Office of Global Education, located in the Grant Center. If you do not pick up your refund check during this time, it will be mailed to your home address Friday, April 24, 2009. Please call 299-3927 with any questions.

Tuesday, May 5, 2009

DEPART!

- **BON VOYAGE!!** You will be departing from the East Complex parking lot. If you have already arranged to meet your group at the Minneapolis airport, you must be there at least 2 ½ hours prior to your flight departure time. Seminar leaders and Global Education staff will be at the airport to greet you and distribute your International Student ID.

Wednesday, May 6, 2009

- Arrival overseas. (Most groups)

Friday, May 29, 2009

RETURN to USA!

There will be a bus to meet you at the Minneapolis airport to drive you back to Moorhead and can stop in Alexandria and/or Fergus Falls (if requested in advance) for drop offs.

2009 May Seminar

Payment Schedule and Dates to Reminder

Payment Dates

Thursday, November 20, 2008

Deposit of \$600 due to the Business Office, 2nd floor Lorentzsen

Thursday, January 15, 2009

2nd payment of \$600 due to the Business Office, 2nd floor Lorentzsen

Thursday, March 5, 2009

3rd payment of \$600 due to the Business Office, 2nd floor Lorentzsen

Wednesday, April 8, 2009

Final payment due to the Business Office, 2nd floor Lorentzsen

ALL bills must be paid to participate in your May Seminar

Cancellation Policy Dates

Thursday, December 18, 2008

Last day to drop with full \$600 refund

Friday, December 19 – Thursday, January 15, 2009

Cancellations during this time will result in the loss of your \$600 deposit

Friday, January 16 – Thursday, March 5, 2009

Cancellations during this time will result in the loss of your \$600 deposit, plus your second payment of \$600, for a total loss of \$1200

Thursday, March 5, 2009

Cancellations after this date will result in the loss of your first \$600 deposit and your 2nd payment of \$600, PLUS any other unrecoverable charges. Please note closer to the time of departure, penalties may be the full cost of your seminar minus tuition.

***All cancellations must be made in person at the Office of Global Education, located in the lower level of the Grant Center.**

Financial Aid Dates

Thursday, October 16, 2008

Financial Aid Meeting for Exploration, May Seminar, and Summer School Abroad Students
6:00pm in the Centrum

Monday, February 2, 2009

Last day to apply for Financial Aid