

CONCORDIA COLLEGE

Office of Global Education

Student Contract May Seminars 2010

Seminar Dates

Tuesday, May 4, 2010 - Friday, May 28, 2010

Registration

You are required to register for your May Seminar prerequisite course; registration will be November 10-13, 2009.

Cost

Each seminar is individually priced. Please refer to the 2009-2010 Study Abroad brochure or the Global Education website <http://www.cord.edu/Academics/Global/Programs/Studyabroad/maysem.php>

Payment Dates

Deposit of \$600 is due by Friday, November 20, 2009

Second payment of \$600 is due by Friday, January 8, 2010

Third payment of \$600 is due by Friday, February 19, 2010

Final payment remainder of bill is due by Wednesday, March 31, 2010

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

Financial Aid

Please read the financial aid information handed out with your application. If you have any questions, please contact the Financial Aid Office at 218.299.3010 finaid@cord.edu.

Even if you are planning on taking out a loan to cover the full seminar cost, you will still be responsible for paying the first two payments totaling \$1200 before loan money can be applied.

Last day to apply for financial aid is February 1, 2010

If you take out financial aid to cover the entire cost of your seminar plus spending money (\$900), an overage check will be made out in your name and given out by the Office of Global Education on April 21 and April 22, 2010.

Cancellation

If you need to withdraw from your seminar, you must come in person to the Office of Global Education and fill out a program withdrawal form. The day in which you fill out this form will be your official cancellation date. E-mails, phone calls, and voice mails will not be accepted.

Thursday, December 10, 2009 \$600 deposit will be fully refundable until the end of the academic day.

Friday, December 11, 2009 – Thursday, January 7, 2010 cancellation during this time will result in the loss of your \$600 deposit plus any unrecoverable costs. i.e. airline ticket

Friday, January 8, 2010 – Thursday, February 18, 2010 Cancellation during this time will result in the loss of your \$600 deposit, \$600 second payment, plus any unrecoverable costs.

Friday, February 19, 2010 – Tuesday, May 4, 2010 cancellation during this time will result in the loss of your \$600 deposit, \$600 second payment, \$600 third payment, plus any unrecoverable costs such as the full cost of your airline ticket(s), rail tickets, theater tickets, hotel reservations, package payments to vendors, etc. This could be as high as the full cost of your seminar minus tuition.

Passport

Remember it takes at least 4-5 weeks to process your passport application. 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 3, 2010 you will not be able to depart with the group and will be responsible for the full cost of your trip.

Visa (allows entrance to a specific country)

If the country(s) you are traveling to require a visa for entry, you will need a valid passport (expires no less than six months after your return from abroad) to be able to start the application process. Most applications for visas start 3-4 months before travel. Make sure you have your passport well in advance!

Flight Deviations

All students must depart with their May Seminar group, no exceptions. Students that wish to remain abroad must complete the steps below.

To request approval for a flight deviation, you will need to:

- Email the following information to the Global Education coordinator working on your seminar. (call ext. 3927 if you are unsure of email address)
 - Your name (as it appears on your passport)
 - Seminar title and faculty leader
 - Your phone number and email address
 - Your deviation plans

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

Flight deviation will cost you extra. Global Education has a commitment to keep seminar costs in check. If your deviation causes an increase to the overall group ticket, your deviation request will be denied.

The Office of Global Education has no obligation to wait until student deviations have been finalized before purchasing air for the seminar group.

If your deviation is approved:

You will be emailed a notice of approval along with information about the travel agency you will need to work with. It will then be up to you to contact that agency and work directly with them.

All deviations will be subject to airline change penalties 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. If you are unable to pay the day of booking, your ticket will not be held.

The office of Global Education will not take responsibility for securing your flight deviation, we will only approve or deny.

I understand that refunds will not 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 2010. 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 be held 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.

I understand that I must have my May Seminar paid in full before I am able to depart with the group.

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

Student signature _____ **Date** _____

OGE signature _____ **Date** _____

2010 May Seminar Payment Schedule and Dates to Reminder

Payment Dates

Friday, November 20, 2009

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

Friday, January 8, 2010

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

Friday, February 19, 2010

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

Wednesday, March 31, 2010

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

May Seminar bill must be paid in full before you are able to participate

Cancellation Policy Dates

Thursday, December 10, 2009

Last day to drop with full \$600 refund

Friday, December 11, 2009 – Thursday, January 7, 2010

Cancellation during this time will result in the loss of your \$600 deposit plus any unrecoverable charges. i.e. airline ticket

Friday, January 8 – Thursday, February 18, 2010

Cancellation during this time will result in the loss of your \$600 deposit, \$600 second payment, plus any unrecoverable costs.

Friday, February 19, 2010 – Tuesday, May 4, 2010

Cancellation during this time will result in the loss of your \$600 deposit, \$600 second payment, \$600 third payment, plus any unrecoverable costs such as the full cost of your airline ticket(s), rail tickets, theater tickets, hotel reservations, package payments to vendors, etc. This could be as high as 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

Monday, February 1, 2010

Last day to apply for Financial Aid