

GORDON  **CONWELL**
THEOLOGICAL SEMINARY

Check List for Trip Planning

For Alumni, Friends and Students of Sister Seminaries

Course: "The Swiss Reformation" (CH-637)

May 12 – June 1, 2020

- Submit Online application for "Alumni and Friends" by June 15, 2019.
- Solicit "Professional Reference." (Form is located on the course website.)
- Participants wishing to take the course for **credit** may be asked to provide some additional supporting documents from the Gordon-Conwell Admissions Office. *
- Upon receipt of the official acceptance letter from Dr.Carolynne Hitter Brown, submit your \$150.00 deposit to secure your place in the course. This can either be done in person at the Hamilton Campus Cashier's Window, Kerr 321 (Student Accounts) or through U.S. mail. The payment envelop should include the following:

Gordon-Conwell Theological Seminary
Attn: Student Accounts
The Swiss Reformation Course (CH-637)
130 Essex St. South Hamilton, MA 01982

The memo line on the check should read: "Course Deposit, Budget #/Project Code 2321"

- Complete remaining participant forms on the Swiss Reformation website.
- Apply for passport if needed.
- Pay "Course fee" (includes R/T airfare and most in-country expenses) in full by **September 15, 2019**. Mail check or pay through Hamilton Cashier's Window as indicated above.
- Officially register to take this May-term 2020 course through the Hamilton Campus Registrar's Office and pay the tuition or audit fee that applies to your situation (by March 15, 2020). **
- Participants choosing to **audit** the course should download the Official Audit Form on the Swiss Reformation course website and submit it to the Hamilton Registrar's Office.
- Participate in the 4 required pre-departure orientation sessions.

* All participants must register to take the course, either for credit or as an audit. The Global Education Audit Fee is \$200.

** Tuition for a three-hour May-term course is listed on the GCTS website.

Consult the FAQ section of the Global Ed website for discussion of “additional fees” and the “refund policy.”