

GORDON  **CONWELL**
THEOLOGICAL SEMINARY

Check List for Trip Planning

For Matriculated Gordon-Conwell Students
Course: "The Swiss Reformation" (CH-637)
May 12 – June 1, 2020

- Submit Online application by June 1, 2019.
- Solicit faculty reference. (Form is located on the course website.)
- 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 be done either 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 (CH 637)
130 Essex St. South Hamilton, MA 01982

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

- Apply for passport if needed.
- Make "Course fee" payment (includes R/T airfare and most in-country expenses) in full by September 15, 2019 * Mail check or pay through Cashier's Window as indicated above.
- Officially register to take this May-term 2020 course and pay the tuition or audit fee that applies to your situation (by March 15, 2020). **
- Participate in the 4 required pre-departure orientation sessions.

* See discussion of "additional fees" and "refund policy" in the FAQ section of the global education website.

** Tuition will be billed according to the standard rate structure and billing table that currently applies to each individual student. **All students must register and pay to take the course for credit or as an audit. The Global Education audit fee is \$200.**