

**GORDON**  **CONWELL**  
THEOLOGICAL SEMINARY

**Check List for Trip Planning**

For Matriculated Gordon-Conwell Students  
Course: “NGOs and Development in Mission” (WM- 662)  
May 24 - June 15, 2017

- Submit Online application no later than April 15, 2016.
- Solicit faculty reference. (Form is located on the course website.)
- Upon receipt of acceptance letter, make your \$150.00 deposit at the Hamilton Campus Cashiers Window, Kerr 321 (Student Accounts), to secure your place in the course. Include name and number of the course. Payment can also be mailed to:

Gordon-Conwell Theological Seminary  
Attn: Student Accounts – NGOs & Development Course (WM – 662) Deposit  
130 Essex St. South Hamilton, MA 01982

- Apply for passport if needed.
- “Course fee” payment is due in full on September 15, 2016\*  
(Mail check or pay through Cashiers Window as indicated above.)
- Officially register to take the course through the Registrar’s Office. \*\* (March 15, 2017)
- 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.**