

GORDON  **CONWELL**
THEOLOGICAL SEMINARY

Check List for Trip Planning

For Alumni, Friends and Students of Sister Seminaries
Course: “NGOs and Development in Mission” (WM- 662)
May 24 - June 15, 2017

- Submit Online application for “Alumni and Friends” no later than April 15, 2016.
- 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. *
- Participants choosing to **audit** the course should download the Official Audit Form on the course website.
- Upon acceptance by both the Admissions Office and Dr. Johnson, make \$150.00 deposit at the Hamilton Campus Cashier’s 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.
- Pay “Course fee” 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 and pay the tuition or audit fee that applies to your situation. ** (March 15, 2017)
- 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.**

** Current tuition for a three-hour course is listed on the GCTS website under Hamilton Campus Tuition. Consult the FAQ section of the Global Ed website for discussion of “additional fees” and the “refund policy.”