

## STUDY TRAVEL COURSES – PLANNING AND ADMINISTRATIVE DEADLINES

Jan Course	Summer Course	Function	Reason
December 1 <sup>st</sup>	December 1 <sup>st</sup>	Preferred Course Proposal Deadline	<p>This deadline coincides effectively with regular academic planning, as academic departments begin preparation for the next academic year(s) as early as December, in order to finalize course schedules at the start of the following spring term.</p> <p>For January and Summer 2015, proposals are due by 1 December, 2013, for example.</p> <p>At this time, the following information should be provided:</p> <ul style="list-style-type: none"> <li>- Course proposal and syllabus</li> <li>- Program itinerary</li> </ul>
End of fall term	End of fall term	Proposal decision returned to faculty	The Dean will return a decision to the OIP, and OIP staff will relay this decision and information about the next steps to faculty.
January-May; September	January-May; Sept-October	Promotion and Recruitment	During this time, the faculty, together with OIP will hold recruitment activities to promote the course. Activities can include class presentations, the Study Abroad Fair, a Faculty-Led Programs Fair, info sessions and tables at Whittier and partner institutions
March 1 <sup>st</sup>	October 1 <sup>st</sup>	Preferred Application Deadline	For stand-alone Jan term or Summer, as well as fall/Jan term and spring/Summer pair courses
Fall Add/Drop Deadline (mid-Sept)	Spring Add/Drop Deadline (early Feb)	Latest	<p>At the faculty leader's discretion, students may be added until the "Latest" deadline. After this deadline, due to logistics, passport and visa applications and payment processing, no more students will be accepted.</p> <p>If the OIP is working with a provider that has earlier deadlines, the deadlines here may be adjusted to meet the provider's deadline instead.</p>
Two weeks after notice of acceptance	Two weeks after notice of acceptance	Preferred Deposit Deadline	Students must submit their non-refundable program deposit fee (\$250) within 2 weeks of being accepted into a course, but no later than 1 week following the relevant term's Add/Drop deadline. Placing the deposit is a confirmation of acceptance and the payment is non-refundable.
No later than 1 week following the spring Add/Drop deadline	No later than 1 week following the spring Add/Drop deadline	Latest	
March 2 <sup>nd</sup>	March 2 <sup>nd*</sup>	Financial Aid -FAFSA Application Deadline	<p>Students must complete the FAFSA application by 2 March; however, the application is available from January 1. Students must provide the anticipated program costs in this application, if they wish to qualify for additional financial aid.</p> <p>*For summer courses, students must still complete the FAFSA by March 2<sup>nd</sup> the <b>previous</b> academic year.</p>

Two weeks after start of fall term (mid- Sept)	Two weeks after start of spring term (mid-Feb)	Financial Aid Disbursement	For students relying on financial aid, if packaged correctly, they should receive their aid with enough time to meet the final payment deadline.
Fall Add/Drop Deadline (mid-Sept)	Spring Add/Drop Deadline (early Feb)	Travel Course Cancellation	If the determined minimum number of students have not deposited, then the travel course is cancelled; students' deposits are refunded.  If the OIP is working with a provider that has an earlier cut-off date, the cancellation deadline may be adjusted to meet the provider's deadline instead.
One week prior to first Day of Registration for Jan/Spring (mid-Nov)  One week prior first Day of Registration for following Fall (mid-April)	One week prior to first Day of Registration for Jan/Spring (mid-Nov)  One week prior first Day of Registration for Jan/Spring (mid-Nov)	Required Student Forms Due	Students must submit required forms and a copy of their passports to the OIP before they can register for a stand-alone course.  Students must submit required forms and a copy of their passports to the OIP before they can register for a Fall/Jan term or Spring/Summer course.
November 1 <sup>st</sup>	April 1 <sup>st</sup>	Student Final Payment Deadline	If the OIP is working with a provider that has earlier payment deadlines, the final payment deadline may be adjusted to meet the provider's deadline instead.  Financial aid is disbursed 2 weeks <i>after</i> the start of each term. Please note that students who are requesting financial aid to pay for Jan term program fees must have enough aid packaged and disbursed in the fall term to be able to meet the payment requirements; likewise, students participating in Summer programs must have enough aid packaged and disbursed in both fall and spring terms to meet payment requirements.
Jan Registration Week (mid-Nov)	Spring/May Registration Week (mid-Nov)	Course Registration	Students must register for the course during their assigned registration period. Students who have not
December 1 <sup>st</sup>	April 15 <sup>th</sup>	Deadline for Vendor Payments/Cash Advance Requests	If the OIP is working with a provider that has earlier payment deadlines, the final payment deadline may be adjusted to meet the provider's deadline instead.
December 1 <sup>st</sup>	May 1 <sup>st</sup>	Pre-Departure Orientation	OIP and faculty will hold a pre-departure orientation no later than this date.
Two weeks after grades are due (late-Feb)	Two weeks after program ends (varies)	Transcripts are issued and mailed out to external student participants.	External applicants will have submitted a transcript request form as one of the materials required post-decision. These will be forwarded to and processed by the Registrar after grades have been recorded.