

## SUMMER TRAVEL COURSES

Date	Function	Notes
<b>October 1</b>	Syllabi due Academic Council/Deadline	
<b>January 15</b>	Preliminary Budgets due	Fully signed off
<b>March 25</b>	<b>Student Deposits Due</b>	
<b>March 26</b>	Travel Course Cancellation	If 10 participants have not deposited, the TC is cancelled; student deposits are refunded.
<b>April 1</b>	ALL TC Requirements are due	Student's Global Gateway account through the CGE online portal
<b>April 15</b>	Final Budgets due	A single per-student price is announced and sent to Business Office.
<b>April 15</b>	Registration	CGE processes participant registration for the course
<b>April 28</b>	Business Office generates billing	Participant accounts are billed
<b>May 15</b>	<b>Final payment Due</b>	<b>All application requirements in Global Gateway must be completed</b>