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## TIME-LINE FOR SHORT TERM COURSES ABROAD

TIME FRAME	ACTION
<p style="text-align: center;"><b><u>Winter &amp; Spring Quarter</u></b>            During the <b>academic year</b> PRIOR to program</p> <p style="text-align: center;"><b>18 MONTHS</b></p>	<ul style="list-style-type: none"> <li>Meet with Education Abroad Director</li> <li>Research &amp; Development: secure quotes from agents/educational providers</li> <li>Secure course approval</li> <li>Secure chair and dean approval</li> </ul>
<p style="text-align: center;"><b><u>Fall Quarter</u> PRIOR to program</b></p> <p style="text-align: center;"><b>9 MONTHS</b></p> <p style="text-align: right; padding-right: 10px;"><b>October</b></p> <p style="text-align: right; padding-right: 10px;"><b>December</b></p>	<ul style="list-style-type: none"> <li>Submit program proposal to your school's designated committee and to Education Abroad Office (EAO) for approval*</li> <li>Submit program details to EAO in order to add the program to the EAO website*</li> <li>Create publicity materials including dates, itinerary, price estimates, etc.</li> <li>Provide the finalized program fee amount to EAO*</li> </ul>
<p style="text-align: center;"><b><u>Winter Quarter</u> PRIOR to program</b></p> <p style="text-align: center;"><i>These dates depend on the deadlines you have with travel agents, providers, hotels, etc.</i></p> <p style="text-align: center;"><b>6 MONTHS</b></p> <p style="text-align: right; padding-right: 10px;"><b>January</b></p> <p style="text-align: right; padding-right: 10px;"><b>January 15</b></p> <p style="text-align: right; padding-right: 10px;"><b>February</b></p> <p style="text-align: right; padding-right: 10px;"><b>February 15</b></p> <p style="text-align: right; padding-right: 10px;"><b>February</b></p> <p style="text-align: right; padding-right: 10px;"><b>February &amp; March</b></p> <p style="text-align: right; padding-right: 10px;"><b>March</b></p>	<ul style="list-style-type: none"> <li>Market program: class visits, information sessions, Education Abroad Fair</li> <li><b>Director completes Student Billing Request form and submits it to EAO*</b></li> <li>Student applications and sign ups due to faculty director</li> <li><b>Students can BEGIN paying deposits to SFS*</b></li> <li>Director completes Student Financial Aid Budget and submits it to Education Abroad</li> <li>Interview students who applied to program</li> <li><b>Inform students of their acceptance into the program:</b></li> <li><b>Instruct ACCEPTED students to complete EAO on-line forms*</b>  <a href="http://www.seattleu.edu/abroad/Inner.aspx?id=68156">http://www.seattleu.edu/abroad/Inner.aspx?id=68156</a></li> <li><b>MANUALLY enroll students in course to trigger billing or the deposit/program fee</b></li> <li>Program Directors attend a faculty training for crisis management*</li> </ul>
<p style="text-align: center;"><b><u>Spring Quarter</u> PRIOR to program</b></p> <p style="text-align: center;"><b>6 MONTHS</b></p> <p style="text-align: right; padding-right: 10px;"><b>March 30</b></p> <p style="text-align: right; padding-right: 10px;"><b>April 15</b></p> <p style="text-align: right; padding-right: 10px;"><b>May 1</b></p> <p style="text-align: right; padding-right: 10px;"><b>May</b></p>	<ul style="list-style-type: none"> <li>Program fees due to SU (an earlier deadline is recommended)</li> <li>Final deadline for minimum enrollment which determines if program will run*</li> <li><b>Student EAO on-line forms due*</b></li> <li><b>Faculty forms due to EAO*</b></li> <li>50-100% of payment is customarily due to providers</li> </ul>

\*These actions are non-negotiable in terms of their due dates. All other actions listed above are based on suggested due dates.