IMPORTANT DATES
FOR J-TERM 2015 STUDY/TRAVEL COURSES

Dates	Spring 2014
Thursday, March 6	OIE holds J-term Faculty Meeting
Friday, March 14	Instructors submit the following materials (available at *http://www.rmc.edu/Academics/study-abroad/jterm/Faculty.aspx*): • *Course Prospectus Form* • *Budget Worksheet* Early submissions are encouraged in order to ensure prompt feedback and sufficient time to prepare Spring Study Abroad Fair promotional materials. Failure to comply with announced deadlines will result in the course not being advertised to students, and may result in the course being removed form the pre-registration course schedule.
Friday, April 11	OIE holds the Spring Study Abroad Fair J-term instructors are invited to attend the fair to promote their J-term study/travel courses.
Thursday, April 24	• Pre-registration begins • Students submit $100 non-refundable deposit and signed add-form to Registrar's Office in order to be added to the course. $100 is applied to the 50% deposit (due August 1st).
Early May	Deadline for returning students to submit FAFSA results and J-term scholarship applications to Financial Aid (FA) Office
Wednesday, June 11	Instructors submit final estimated costs to OIE
By the end of the Spring semester	Instructors provide information to students such as: o Early deadline prior to Oct. 1st and payment/refund policy (if applicable) o Passport & visa information o Vaccination information
Early July	OIE sends invoices to all enrolled students at their home addresses. J-term scholarship recipients will be announced by FA Office.
Friday, August 1	Deadline for registered students to pay 50% deposit. Non-refundable after October 1st (unless an earlier deadline was established by the instructor).

IMPORTANT DATES
FOR J-TERM 2015 STUDY/TRAVEL COURSES

Dates	Fall 2014
End of spring through fall	OIE distributes Judicial Affairs Form to registered J-term study/travel students
Early September*	OIE holds a Fall Study Abroad Fair as part of R-MC's Activities Carnival
Late September*	Deadline for new students to submit J-term scholarship applications to FA Office
	OIE holds J-term Faculty Meeting. Instructors receive information on mandatory student/parent forms, medical insurance, logistical details, risk management, etc.
Wednesday, October 1	• Last day for students to add or drop • Students' J-term study /travel program fee due in full. Students who have not paid in full will be withdrawn. Instructor will provide a full refund unless an earlier deadline was established • Funds become available to instructors, including J-term need-based scholarship funds of those students who have paid in full
Late October*	• OIE holds general pre-departure orientation sessions for students, who are strongly encouraged to attend • Instructors hold course specific orientation sessions at their convenience
Mid November*	Required online forms from students and parents are due to OIE
End of November*	Instructors submit the following materials to OIE: • Final Student List • Information on Participation of Friends and Family • Contact information in country • Final itinerary (including all flight information and daily activities in country) • Instructor Emergency Contact Information form
Mid-December	OIE completes the following: • Provide instructors with medical insurance cards and emergency contact & medical information submitted by students and parents • Contact Chartwells and Business Office, re on-campus meal credits for enrolled students • Provide Campus Safety with course emergency contact information
J-term 2015 Study/Travel Courses take place	

*Specific dates to be announced.

Office of International Education *Updated March 2014*