Student Checklist for Faculty-led Travel Course (2018-2019)

GENEERAL INFORMATION	
Student Name and Email	
Faculty Name and Email	
Course Name and Number	
Course Destination(s)	
Travel Dates	

☐	Notify faculty of application submission, and schedule a meeting to discuss course admission.
☐	Contact Kelsey Woodford kwoodford@email.wcu.edu , Assistant Director of Financial Aid, to discuss financial aid for faculty-led course (if student loan is needed).
☐	Clear "on hold" or "old charges" in student account if applicable.
☐	Pay $1,000 deposit to OneStop (or lower depending on course budget). Consult faculty for the accurate deposit. Payment instructions are at https://www.wcu.edu/learn/office-of-international-programs-and-services/study-abroad/faculty-led-courses/making-deposit-through-mywcu.aspx Deadlines: June 15 (fall break course), Nov. 1 (winter break, spring break course), Feb. 1 (summer course) *If you are not able to pay deposit on time, please consult your course instructor as soon as possible. * Deposit is NOT refundable. * Once you pay deposit, and once your faculty admits you, Office of International Programs and Services will work with Registrar to register you to the course (You cannot register by yourself).
☐	Pay full to the course. Consult faculty for the accurate full payment. Deadlines: August 1 (fall break course), Dec. 15 (winter break, spring break course), March 15 (summer course) *If you utilize student loan, you must accept student loan award by the above dates.