



January and May/June Term Abroad

DATES TO REMEMBER - UMAIE 2011

2010	JANUARY		UMAIE 2010 Courses depart/return
	JANUARY 15	Friday	Faculty Directors (not abroad in January) signed contracts due to campus UMAIE Board Member
	FEBRUARY 2	Tuesday	UMAIE 2010 grades and Faculty Director's travel arrangements evaluation due to Kathy at UMAIE Secretariat office
	FEBRUARY 9	Tuesday	Faculty Directors (who were abroad in January) signed contracts due to campus UMAIE Board Member
	FEBRUARY 9 - 20		Seminars International staff, along with UMAIE Board Members, meet with Faculty Directors on each campus to finalize 2011 course preparations, encourage future Faculty Directors, and debrief with 2010 Faculty Directors.
	FEBRUARY 12	Friday	UMAIE 2010 financial reports due to Kathy at UMAIE Secretariat office
	FEBRUARY 12	Friday	UMAIE 2011 course listings without pricing will be distributed to Campuses
	FEBRUARY 23	Tuesday	Faculty Directors must notify Seminars International of any spouse/partner, or family member traveling with the group
	MARCH 26	Friday	Faculty Directors Travel Grant applications due in UMAIE Board Member's office 2012 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office
	MARCH 26	Friday	2011 Course Descriptions sent to UMAIE Board Member – UMAIE website updated and operational
	APRIL 6 - 24		Seminars International staff, joins with UMAIE Board Members to promote 2011 courses on each campus
	APRIL 9	Friday	UMAIE Board of Director's Meeting University of St. Thomas
	APRIL 16	Friday	ENROLLMENT OPENS FOR UMAIE 2011
	MAY 5	Wednesday	Faculty Directors fax list of students status to Kathy at UMAIE secretariat office
	JUNE 18	Friday	<i>For May/June 2011 courses, Faculty Directors must notify Seminars International of any spouse/partner, or family member traveling with the group</i>
	SEPTEMBER 13 - 24		Seminars International staff, joins with UMAIE Board Members, to promote open courses and meet with 2012 prospective Faculty Directors on each campus
	SEPTEMBER 15	Wednesday	Through this date, NO CANCELLATION FEE - full deposit refunded Courses with enrollment of LESS THAN 10 WILL BE CANCELLED – Kathy will send update to campuses
	SEPTEMBER 16	Thursday	Beginning this date the CANCELLATION FEE is \$400 through November 1.
	OCTOBER 1 – 10		Course Proposals for 2012 due in campus UMAIE Board Member's office. Specific due dates vary from campus to campus.
	OCTOBER 1 – 31		Students will complete a mandatory on-line study abroad exam
	OCTOBER 4	Monday	ENROLLMENT DEADLINE \$75 service charge for all flight deviation requests thru this date (not including additional airfare and/or fees)
	OCTOBER 4	Monday	Faculty Directors must notify Seminars International if extending their stay
	OCTOBER 5	Tuesday	Beginning this date, service charge for flight deviations is \$125 (not including additional airfare and/or fees) After November 1, NO DEVIATIONS ACCEPTED
	OCTOBER 22	Friday	Final Payment Statements sent to students via email Final Invoices sent to campuses
	OCTOBER 22	Friday	2 copies of each student's passport and medical forms turned into campus UMAIE Board Member's office
	NOVEMBER 1	Monday	Final payments for Elmhurst and Gustavus students due in the campus UMAIE Board Member's office No flight deviation requests accepted after this date Recoverable costs only to those who cancel after this date
	NOVEMBER 5	Friday	<u>STUDENT FINAL PAYMENTS AND VISA APPLICATIONS DUE TO SEMINARS INTERNATIONAL FOR 2011 JANUARY TERM</u> <u>ONE copy of all student passports and medical forms due to Kathy in UMAIE Secretariat office</u>
	NOVEMBER 12	Friday	One copy of each 2012 Course Proposals emailed to Kathy at UMAIE Secretariat office All 2012 course proposals will be emailed to each UMAIE Board Member's campus office with tally sheet
	NOVEMBER 15 – 30		Course specific mandatory webinar orientation with students as arranged by Faculty Director
	DECEMBER 1	Wednesday	2012 UMAIE Course Proposal Tally Sheets due back to Kathy at UMAIE Secretariat office <u>FAX BY NOON – 952-440-1343</u>
	DECEMBER 3	Friday	No refund to those who cancel after this date
	DECEMBER 2 and 3	Thursday/Friday	UMAIE Board of Director's Meeting 2012 Courses approved
2011	JANUARY		Courses depart/return
	JANUARY 7	Friday	2012 UMAIE Faculty Directors signed contract letters due in campus UMAIE Board Member's office
	JANUARY 14	Friday	<i>Beginning this date there is a \$400 cancellation penalty for May/June courses</i>
	FEBRUARY 2	Wednesday	UMAIE grades and Faculty Director's travel arrangements evaluation due to Kathy in UMAIE Secretariat office
	FEBRUARY 11	Friday	UMAIE financial reports due in UMAIE Office <i>Enrollment deadline for May/June courses</i> <i>Cancellations after this date are based on recoverable costs for May/June courses</i> <i>Thru this date, flight deviation fee is \$75 for May/June courses</i> <i>After this date, for May/June courses, flight deviation fee is \$125</i>
	MARCH 11	Friday	<i>Beginning this date, no flight deviations will be accepted for May/June courses</i>
	MAY-JUNE		<i>May/June Courses depart/return</i>
	JUNE 24	Friday	<i>May/June Course Grades and Financial Reports and Faculty Director's travel arrangement evaluation form due to Kathy in UMAIE Secretariat office.</i>