



# January and May/June Term Abroad

## DATES TO REMEMBER - UMAIE 2013

2012	JANUARY		<i>UMAIE 2012 Courses depart/return</i>
	JANUARY 13	Friday	May/June Term -Through this date no cancellation fee – full deposit refunded
	JANUARY 14	Saturday	May/June Term – Beginning this date, CANCELLATION FEE is \$500 thru March 30, 2012
	FEBRUARY 1	Wednesday	<i>UMAIE 2012 grades and Faculty Director's travel arrangements evaluation due to Kathy at UMAIE Secretariat office</i> Preliminary 2013 course descriptions , without price ranges, will be available via PDF document and s to each campus
	FEBRUARY 6 - 18		Seminars International staff, along with UMAIE Board Members, meet with Faculty Directors on each campus to finalize 2013 course arrangements for pricing, encourage future Faculty Directors, and debrief with 2012 Faculty Directors.
	FEBRUARY 10	Friday	Faculty Directors deadline to turn in signed 2013 contracts to campus UMAIE Board Members office <i>UMAIE 2012 financial reports due to Kathy at UMAIE Secretariat office</i>
	FEBRUARY 15	Wednesday	May/June Term Enrollment deadline May/June Term deviation fee is \$75 through this date (not including additional airfare and/or fees)
	FEBRUARY 16	Thursday	May/June Term deviation fee is \$125 until March 30 (not including additional airfare and/or f
	FEBRUARY 17	Friday	UMAIE website with preliminary course descriptions without pricing
	FEBRUARY 24	Friday	2013 Faculty Directors must notify Seminars International of any spouse/partner, or family member traveling with the group if they want to be included in the course arrangements
	MARCH 23	Friday	Faculty Directors Travel Grant applications due in UMAIE Board Member's office <b>2014 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office</b> 2013 Course Descriptions emailed to UMAIE Board Member with finalized price ranges and UMAIE website updated
	MARCH 30	Friday	May/June Term – Beginning this date- Recoverable costs only to those who cancel May/June Term – NO DEVIATIONS WILL BE ACCEPTED
	APRIL 2 – 16		Priority enrollment period for 2013 courses
	APRIL 6	Friday	May/June Final Payments do in UMAIE Campus Board Members office
	APRIL 9 - 20		Seminars International staff, joins with UMAIE Board Members and Faculty Directors to promote 2013 courses on each campus
	APRIL 18	Wednesday	Campus UMAIE Board Member electronically transmits applications to Kathy
	APRIL 20	Friday	Faculty Directors are sent applications electronically to review
	APRIL 30	Monday	UMAIE Board of Director's Meeting – University of St. Thomas
	MAY (date to be determined)		New Faculty Directors training session for webinar
	MAY 2	Wednesday	Faculty Directors deadline to review applications and notify Kathy at the UMAIE secretariat office Of the status of each student
	MAY 4	Friday	Students are notified of their status
	JUNE 2	Saturday	May/June Term departure
	JULY 3	Tuesday	May/June Term grade reports due to Kathy
	JULY 18	Wednesday	May/June Term financial reports due to Kathy
	AUGUST 31	Friday	Faculty Directors deadline to choose webinar date and notify Cathy Lindamood/Augustana
	SEPTEMBER (date to be determined)		Faculty Directors training session for webinar
	SEPTEMBER 10- 21		Seminars International staff, joins with UMAIE Board Members and 2013 Faculty Directors to promote open courses and <b>meet with 2014 prospective Faculty Directors on each campus</b>
	SEPTEMBER 17	Monday	Through this date, NO CANCELLATION FEE - full deposit refunded Courses with enrollment of LESS THAN 10 WILL BE CANCELLED – Kathy will send update to campus
	SEPTEMBER 18	Tuesday	Beginning this date the CANCELLATION FEE is \$500 through November 1
	OCTOBER 1 – 10		<b>Course Proposals for 2014 due in campus UMAIE Board Member's office.</b> <b>Specific due dates vary from campus to campus</b>
	OCTOBER 1 – NOVEMBER 20		Students will complete a mandatory on-line study abroad exam and attend on-line webinar
	OCTOBER 3	Wednesday	<b>ENROLLMENT DEADLINE</b> \$75 service charge for all flight deviation requests thru this date (not including additional airfare and/or fees) Faculty Directors must notify Seminars International if extending their stay
	OCTOBER 4	Thursday	Beginning this date, service charge for flight deviations is \$125 (not including additional airfare and/or fees) After November 1, NO DEVIATIONS ACCEPTED
	OCTOBER 24	Monday	Final Payment Statements sent to students via email Final Invoices sent to campuses 2 copies of each student's passport and medical forms turned into campus UMAIE Board Member's o
	NOVEMBER 1	Thursday	Final payments for Elmhurst and Gustavus students due in the campus UMAIE Board Membr No flight deviation requests accepted after this date <b>RECOVERABLE COSTS ONLY TO THOSE WHO CANCEL AFTER THIS DATE</b>
	NOVEMBER 5	Monday	<b>STUDENT FINAL PAYMENTS AND VISA APPLICATIONS DUE TO SEMINARS INTERNATIONAL FOR 2013 JANUARY TERM</b>

		<b><u>ONE copy of all student passports and medical forms due to Kathy in UMAIE Secretariat office</u></b>
NOVEMBER 9	Friday	<b>One copy of each 2014 Course Proposals emailed to Kathy at UMAIE Secretariat office</b> <b>All 2014 course proposals will be emailed to each UMAIE Board Member's campus office with tally sheet</b>
NOVEMBER 30	Wednesday	<b>2014 UMAIE Course Proposal Tally Sheets due back to Kathy at UMAIE Secretariat office</b> <b>FAX BY NOON – 952-440-1343</b>
		<b>No refund to those who cancel after this date</b>
NOVEMBER 31/ DECEMBER 1	Thursday/ Friday	<b>UMAIE Board of Director's Meeting</b> <b>Elmhurst College</b> <b>2014 Courses approved</b>
DECEMBER 3	Monday	<b>Course Travel Packets available on the UMAIE website</b>
2013 JANUARY		<b>Courses depart/return</b>
JANUARY 7	Monday	<b>2014 UMAIE Faculty Directors signed contract letters due in campus UMAIE Board Member's office</b>
FEBRUARY 1	Friday	<b>UMAIE grades and Faculty Director's travel arrangements evaluation due to Kathy in UMAIE Secretariat office</b>
FEBRUARY 11	Monday	<b>UMAIE financial reports due in UMAIE Office</b>