



Sawyer Business School Global Travel Seminar Program

Global Travel Seminar Program
Sawyer Business School
8 Ashburton Place
Boston, MA 02108
p. 617-573-8077
f. 617-573-8704

Pre-Registration Process: Undergraduate Spring 2008/Summer I 2008 Global Travel Seminars

For Spring 2008 and Summer I 2008 Global Seminars, online registration is blocked. Instead students must pre-register with the Global Travel Seminar Program office. If successfully pre-registered, the Global Travel Seminar Program office will register you for the class.

To pre-register, students will need to submit the following attached items:

1. A completed "Pre-Registration" form,
2. Signed "Conditions of Deposit" form.
3. Academic Approval Form with advisor's signature (8th floor Sawyer)
4. \$500 non-refundable deposit,

Pre-Registration Timeline

After October 31st, Pre-registration for remaining open spots on a Global Travel Seminar will be filled on a first-come, first-served basis.



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Pre-Registration Form Spring 2008/Summer I 2008 Global Travel Seminars

Submit this form along with the \$500 non-refundable deposit (check or money order) and the signed form indicating you accept the conditions surrounding the deposit.

Name:			
Global Seminar: Circle One <table border="1"><tr><td>London, England</td><td>Athens, Greece</td><td>Beijing China</td></tr></table>	London, England	Athens, Greece	Beijing China
London, England	Athens, Greece	Beijing China	
Suffolk ID # :			
Daytime Phone Number:			
Email Address:			

If you wish to enroll in this course only if a friend or other classmate is also able to successfully enroll, please list that classmate's name here: _____

Note: By pre-registering for a travel course, you are indicating a commitment to enroll. The deposit is non-refundable upon submittal unless we are unable to place in you in the travel course of your choice. To be clear, your deposit will be returned if we are unable to enroll you in the travel course of your choice.



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Conditions of Deposit Spring 2008/Summer I 2008 Global Seminars

Please submit this form along with your \$500 deposit and Pre-Registration form.

- Deposit must be a check or money order made out to SUFFOLK UNIVERSITY (No Cash!)
- Please write your Suffolk ID number in the memo section of the check
- Methods to submit this payment are on the following page.

Please read the following information and sign below if you accept these conditions:

I understand that the total Business Travel Course Program fees is: (Please check the appropriate box)

Spring 2008 Undergraduate
<input type="checkbox"/> IB 50 TC2, England \$2300
<input type="checkbox"/> IB 550 TC3, Athens, Greece \$2750
Summer I 2007, Undergraduate
<input type="checkbox"/> IB 550 TC1, China, \$3350

I understand that tuition for this 3 credit course is an additional fee.

I understand that the \$500 Program Fee deposit is non-refundable unless Suffolk University cancels the course, in which case the tuition and Program Fee will be refunded in full.

I understand that beyond the deposit due upon Program registration, the remaining program fee is due to the Suffolk University Student Accounts Office along with tuition according to dates published by the Office of the Bursar for the Spring 2007/Summer I 2007 semester. (<http://www.suffolk.edu/stdact/index.html>)

I understand that Suffolk University reserves the right to make cancellations, changes or substitutions to the agenda, course, faculty, flight arrangements (if applicable) and other services, in the case of emergencies or changed conditions as deemed desirable based on the interests of the group and the academic quality of the course.

I understand that registration may be dependent on approval by my academic program director. I understand that I am responsible for determining if this course fits my program of study. I understand I must also be in academic good standing to participate in this course.

I accept that the following refund schedule will be applied should I decide to withdraw from the Program after initial registration:

\$500 deposit is nonrefundable

\$1000 is not refundable after January 1, 2008* (after Nov 1st for Mexico, after April 1st for China)

Full Amount is not-refundable after February 1, 2008* (after Dec 1st for Mexico, after April 1st for China)

I agree to all these conditions and rules.

Name: _____ **Date:** _____

Signature: _____

Approval Worksheet

Undergraduate Programs Office

Must be signed by Academic Advisor

Spring/Summer I 2008

Undergraduate Programs Office Approval Form

NAME	
ID#	
MAJOR	
YEAR (circle one)	SOPHOMORE JUNIOR SENIOR
GPA	
DATE	
ADMINISTRATOR COMMENTS:	
SIGNATURE FROM UNDERGRADUATE PROGRAMS OFFICE:	

Submission Methods

Mail:

Michael Brown
Sawyer Business School Global
Immersion Programs
8 Ashburton Place
Boston, MA 02108

In Person:

Michael Brown
Office: Sawyer 663