

Tasks and Deadlines:

UNL Faculty-Led: Scotland PGA Golf Management

Please note the following deadlines:

As Soon As Possible: Deadline to upload scanned copy of **valid passport** in MyWorld and complete corresponding questionnaire.

4/27 If you plan to use scholarships and/or financial aid for summer, contact the Office of Scholarships & Financial Aid and complete the “Adjustment to Cost of Attendance” form. (This form will be uploaded to your MyWorld application under “Announcements” at the end of March)

5/31 Deadline to submit Health Clearance Form to Education Abroad Office if accommodations requested.

6/29 Deadline to register through MyRed; the Department will provide students with a permission code to register for the course in MyRed. The course is a regular UNL three credit hour course offered for a grade. This class is required of all participants in the summer program, and you will be billed for three credit hours of UNL tuition and fees.

6/29 Deadline to upload UnitedHealthcare Global Insurance card to MyWorld application. The Education Abroad Office will register you in the insurance in early April and you will receive a confirmation email, which will include information about how to download your card.

6/29 Deadline to submit Health Clearance Form to Education Abroad Office if no accommodations requested. **Also, all remaining MyWorld application items must be complete.**

7/30 Education Abroad Office will enroll students S.T.E.P. (Smart Traveler Enrollment Program) to reflect participation in the program.

**Billable expenses posted in MyRed in mid-May and payment due for the program on 6/12/18*

Clarifying Roles: Whom do I contact if I have a question?

Faculty Leader, Brad Goetsch: Academics and course registration, program itinerary, general questions about program in Scotland, lodging and other accommodations.

Education Abroad Coordinator, Stephanie Benes: Passport application process, Myworld application items, program budget, scholarships and financial aid.

Withdraw Policy: With the payment of your commitment deposit, you are now “committed” to the program. Please review the Fees and Payments page of the Education Abroad website and the withdrawal policy listed on the program budget sheet.

Please note that if a program participant should not meet the deadlines outlined in the “Tasks and Deadlines” handout, UNL Education Abroad reserves the right to withdraw the participant from the program and the withdrawal policy would apply.

Thank you and please do not hesitate to contact us should you have any questions! I look forward to working with you over the coming semester in preparation for the PGA Golf Management program!

Best,

Stephanie Benes
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