

How does a student pay for the Global Field Course?

1. The Faculty member is responsible for making sure all their students have deadline dates for all deposits due to the Bursar's Office. They will give these deadline dates to the students going on the GFC trip.
2. The Faculty member will be given a deposit slip with the GFC Banner Index number on it and blank Credit Card Authorization Form. They will give a copy of this deposit slip and the Credit Card Authorization form to all of their students. The students are responsible for going to the Bursar's Office and making their deposit before the due date.
3. If the student wishes to pay by credit card. MasterCard, VISA and Discover are the only cards accepted. The student would need to complete a Credit Card Authorization Form and turn it in with the deposit slip.
4. The student must write their name on the line of the deposit slip that reads "Student Name".
5. The student brings their deposit to the Bursar's Office. The cashier will date stamp the deposit slip. The student should ask for a copy of the deposit slip so they have proof to show the faculty member that the deposit was made.
6. It is the faculty member's responsibility to ensure that all students are making their deposits.