



Office of Global Initiatives, Room 248
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SPRING 2026 IRELAND TC3 Study Abroad – Checklist and Due Dates

Turn all forms into the Office of Global Initiatives/Suite 248, either in person or by email/mail. If via e-mail, please send to global@tc3.edu with “Study Abroad” in the subject line.

Due date for Ireland study abroad travel fee of \$3785 is January 8 when spring tuition bills are due.

How to enroll in this course:

Approved to enroll by trip faculty? Bring your signed **Registration Form** and **Disclosure of Funding Sources** form to room 101 for a conversation with Registration and Billing staff, who will enroll you in the course and create a plan for paying the travel fee.

- Payment in full of all personal contributions (I.e. what you owe minus what financial aid will cover, as detailed in the *Disclosure of Funding Sources* form) is due with your January bill or as soon as possible, if enrolling after the January tuition due date. A payment plan may be officially arranged with the Registration and Billing Office, Room 101 of TC3’s Main Building.

Due before your first day of this class:

- Disclosure of Funding Sources. This should be completed/submitted at the time of enrollment.
- Signed Criteria and Eligibility
- Completion of the interview process with faculty leaders; Permission to enroll in the course(s)
- Photocopy of your passport’s information page or a photocopy of the passport application. (We urge you to pay the additional fee to have it expedited due to current processing delays.)
- Signed Agreement and Acceptance of Risk
- Application/Essay*, Foundation Scholarship and Financial Commitment (Note: All one document)
- Student Health Information, **if a conversation with your healthcare provider is not required**
- Conduct Form, with all required signatures present
- Personal Reference
- Academic Reference

Due no later than Monday, February 10

- Student Health Information, **if a conversation with your healthcare provider is required**
- Your passport, if you needed to apply for it

TC3 reserves the right to cancel travel for students who do not submit forms and complete other pre-travel responsibilities by published deadlines.

- Note [Benjamin A Gilman International Scholarship](#) timeline and deadlines for your program.

*Essay not required if you are *not applying* for a Foundation Scholarship.