

SMCCCD Global Virtual Team Internships Spring 2022 Program Dates and Deadlines & Refund Policy



STUDY
ABROAD

Description	Date
Priority round application and scholarship application deadline <i>Final final application deadline (not eligible for program scholarship, unless funds remain)</i>	Thursday, October 7, 2021 <i>Thursday, October 21, 2021</i>
Interviews with Global Virtual Internship Selection Committee	October 11 – October 28, 2021
Notification of acceptance	By October 29, 2021
Deadline to submit \$50 program deposit and signed documents: <ul style="list-style-type: none"> • Pay \$50 program deposit (paid through SMCCCD WebSmart). See payment due dates and refund policy on page 2 of this document. • Global Virtual Internship Participation Agreement • Signed Dates and Deadlines Document • Photo and Video Release Form (if comfortable) 	Wednesday, November 3, 2021
Placement Process Begins with Global Career Center (GCC). <ul style="list-style-type: none"> • Submit the GCC Questionnaire • Schedule a meeting with your GCC placement advisor (Kate Moore). <p>Students <u>must communicate within 48 hours on weekdays</u> with their GCC placement advisor and the SMCCCD Study Abroad Office. Students who do not respond to emails from the Study Abroad Office or GCC Team may be withdrawn from the program.</p>	Ongoing, between program confirmation and start of internship
Students register for Global Virtual Internship Course <i>Skyline College: COOP 671 – General Cooperative Education for Virtual International Internship</i>	You will register in December 2021. * You will receive specific course registration instructions from the Study Abroad office once you have been granted permission to register; do not register until you receive these instructions.
Program fee balance (if not receiving any scholarships) due. Pay via WebSmart.	Tuesday, January 18, 2022
Semester begins – Coop 671 class begins. Check Canvas for further course instructions.	Tuesday, January 18, 2022
Orientation	Date TBD Likely the week of January 24, 2022
Team Placements Begin	Monday, January 31, 2022
Team Placements End	Friday, April 22, 2022

I have read and understand the dates, deadlines, and policies written above and on page 2 of this document as they pertain to the Spring 2022 Global Virtual Team Internship Program. I acknowledge that these dates can be subject to change. I also understand that because I am 18+ years old, I will be the main decision maker, point of contact, and person responsible for all relevant study abroad communication.

G# _____ Student Name _____

Signature _____ Date _____

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Payment Deadlines and Refund Policy*

*This relates only to the Global Career Center (GCC) program fees, NOT your course tuition, which is paid to Skyline College. Course tuition follows [Skyline College refund policies](#).

- A \$50 GCC program deposit is due upon confirmation of program participation by **Wednesday, November 3, 2021**.
- If a student withdraws on or before **Monday, November 22, 2021**, they will receive a full refund of their program deposit.
- If a student withdraws after **Monday, November 22, 2021**, they are financially responsible for the \$50 program deposit.
- The final remaining program balance (if not covered by a scholarship) is due by **Tuesday, January 18, 2022**.
- If a student withdraws after the program start date of **Monday, January 31, 2022**, no refund is available of any program fees.
- Withdrawals must be received by SMCCCD Study Abroad in writing via email (send to studyabroad@smccd.edu). Students must also copy Global Career Center (GCC) into any notifications of withdrawal or change of status.
- Exceptions to the refund policy are reviewed on a case-by-case basis.

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