

## Scheduling Request Form For Study Tours

This document must be:

- reviewed and signed by your Dean before submitting to Admissions & Records (A&R)
- submitted to A&R at least one month before students are to pay a deposit or register

UFV Tour coordinator and contact information	
UFV Department(s) offering tour	
Dean ( <i>printed name</i> )	
<b>Dean's signature of approval</b>	
<b>Date of signature</b>	

Tour Information			
<ul style="list-style-type: none"> <li>• A single tour section will be created unless there is more than one fee structure for participants due to double/single accommodation or credit/non-credit students. If you have variable elements beyond this, please contact A&amp;R.</li> <li>• Tour sections are set up as courses to control enrolment and assess fees. They are not graded and do not affect the student's academic history.</li> <li>• Instructional hours are recorded for T2202A purposes and are not related to the credit course hours.</li> </ul>			
<b>Tour title / destination</b>			
<b>Instructor(s) / Facilitators (s)</b>			
<b>Tour start date</b>		<b>Tour end date</b>	
<b>Total maximum number of students</b>		<b>Open to credit / non-credit participants?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Allow a waitlist?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Number of credit/non-credit students allowed</b>	_____ Credit _____ Non-credit
<b>Instructional hours</b> ( <i>Educational instruction hours relating to the study tour only</i> )		_____ Hours	

Detail Codes (obtain from Finance):	
<ul style="list-style-type: none"> <li>• Detail codes are required by A&amp;R in order to put all deposits, fees and tuition etc. into the correct financial accounts (student, tour etc.).</li> </ul>	
<b>Deposit detail code</b>	
<b>Tuition detail code</b>	
<b>Fee detail code</b>	

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Fees & Payments For Participants	Credit student	Non-credit student
Published tour cost	\$	\$
<b>The following must total the above published tour cost:</b>		
Deposit	\$	\$
<b>Educational tax receipt portion (NOT including tuition)</b> <i>(includes educational fees or expenses relating directly to education)</i>	\$	\$
<b>Fees</b> <i>(deduct deposit and educational tax receipt portion from tour cost to get this amount)</i>	\$	\$

Payment and Refund Deadlines			
First day to pay deposit <i>(may be subject to change)</i>		First day to pay balance of fees <i>(may be subject to change)</i>	
Last day to pay deposit		Last day to pay balance of fees	
Last day to refund deposit		Last day to refund balance	
Deposit refund amount	\$	Balance refund amount	\$

Academic Course(s) Associated With Tour <i>(if applicable)</i>			
<ul style="list-style-type: none"> <li>You will need to submit an additional scheduling request form with this document for each of the sections offered.</li> <li>If the academic course runs concurrently with the tour, use the tour dates. If the academic course runs longer or shorter than the tour dates, record the actual course dates.</li> <li>Current tuition rates apply to courses offered with study tours. If the academic course tuition fees(s) are to be assigned to a special budget other than the one specified on page one, please obtain the new detail code from Finance and indicate in the additional details section on page three.</li> <li>Final grades from study tour courses must be received by A&amp;R before May 30 in order for students to graduate in June.</li> </ul>			
Course(s) required <i>(include subject and course number)</i> :			
Will tuition fees from academic courses be applied to the study tour account? <i>(confirm with Finance)</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is registration in the above courses restricted to tour participants?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Registration For Tour	
<ul style="list-style-type: none"> <li>Students should pay deposit at the time of registration.</li> <li>If special permission is required to register for the tour, please provide students with registration instructions and a paper or electronic permission waiver for the tour section.</li> <li>In order to pay any deposits or to register, non-credit participants will need to fill out a Study Tour application form.</li> </ul>	
Requires special permission to register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Is registration in UFV courses required for tour participants?</b> <i>(check for yes or no and circle credit or non-credit)</i>	<input type="checkbox"/> Yes for credit / non-credit students <input type="checkbox"/> No for credit / non-credit students.

Notes and Additional Details

A & R Contact information
Danielle Warren, A&R Department Assistant. <a href="mailto:danielle.warren@ufv.ca">danielle.warren@ufv.ca</a> and 604-504-7441 ext. 4473 <i>Coordinates A&amp;R processes for study tours, including arranging for tour and course section creation and student registration.</i>

*Last modified – 06-Jan-2011*