

# SCHEDULING REQUEST FORM FOR STUDY TOURS & INTERNSHIPS



Office of the Registrar

This document must be:

- Reviewed and signed by your Dean before submitting to Office of the Registrar ("OReg")
- Submitted to OReg at least one month before students are to pay a deposit or register

604.854.4501  
Scheduling@ufv.ca

UFV study tour/internship coordinator	
UFV Department(s) offering study tour/internship	
Dean (printed name)	
<b>Dean's signature of approval</b>	
<b>Date of signature</b>	

<b>C O U R S E  I N F O R M A T I O N</b>	<ul style="list-style-type: none"> <li>• A single study tour/internship section will be created unless there is more than one fee structure for participants due to double/single accommodations or credit/non-credit students. If you have variable elements beyond this, please contact OReg.</li> <li>• Study tour/internship sections are set up as courses to control enrollment and assess fees. They are not graded and do not affect the student's academic history.</li> <li>• Instructional hours recorded for T2202 purposes and are not related to the credit course hours.</li> </ul>			
	<b>Study Tour/Internship Destination or Title</b>			
	<b>Instructor(s)/ Facilitator(s)</b>			
	<b>Start date</b>		<b>End date</b>	
	<b>Total maximum number of students</b>		<b>Open to credit/non-credit participants</b>	<input type="checkbox"/> Credit <input type="checkbox"/> Non-credit
	<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> <small>(Educational instruction hours relating to the internship/tour only)</small>	_____ Hours		

<b>D E T A I L  C O D E S</b>	To obtain from Finance <ul style="list-style-type: none"> <li>• Detail codes are required by OReg in order to put all deposits, fees and tuition, etc into the correct financial accounts</li> </ul>	
	<b>Deposit detail code</b>	
	<b>Tuition detail code</b>	
	<b>Fee detail code</b>	

# SCHEDULING REQUEST FORM FOR STUDY TOURS & INTERNSHIPS



Page 2 of 3

<b>F E E S &amp; P A Y M E N T S</b>		<b>Credit student</b>	<b>Non-credit student</b>
	<b>Published study tour/internship cost</b>	\$	\$
	<b>The following must total the above published cost:</b>		
	<b>Deposit</b>	\$	\$
	<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>	\$	\$	

<b>D E A D L I N E S</b>	<b>First day to pay deposit</b> <i>(may be subject to change)</i>		<b>First day to pay balance of fees</b> <i>(may be subject to change)</i>	
	<b>Last day to pay deposit</b>		<b>Last day to pay balance of fees</b>	
	<b>Last day to refund deposit</b>		<b>Last day to refund balance</b>	
	<b>Deposit refund amount</b>	\$	<b>Balance refund amount</b>	\$

<b>A C A D E M I C  C O U R S E S  A S S O C I A T E D</b>	<ul style="list-style-type: none"> <li><b>You will need to provide Scheduling with all details required to create a CRN for each of the academic sections.</b></li> <li>Unless otherwise approved, academic courses taken by study tour/internship students will follow Senate approved sessional dates.</li> <li>Current tuition rates apply to courses offered with study tours/internships.</li> <li>If the academic course tuition fee(s) are to be assigned to a special budget other than the ones specified on page one, please obtain the new detail code from Finance and indicate in the additional details section on page three.</li> </ul>		
	<b>Course(s) required</b>		
	<b>Subject</b>	<b>Course number</b>	
	<b>Tuition fees from academic courses will be applied to the study tour/internship account</b> <i>(confirm with Finance).</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<b>Registration in the above courses is restricted to study tour/internship participants.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**WITH INTERNSHIP/TOUR (if applicable)**

