SCHEDULING REQUEST FORM FOR STUDY TOURS

UNIVERSITY OF THE FRASER VALLEY

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

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

TOUR INFORMATION

- A single tour section will be created unless there is more than on fee structure for participants due to double/single accommodations or credit/non-credit students. If you have variable elements beyond this, please contact OReg.
- 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.
- Instructional hours are recorded for T2202 purposes and are not related to the credit course hours.

Tour title/destination			
Instructor(s)/ Facilitator(s)			
Tour start date		**Tour end date**	
Total maximum number of students		**Open to credit/non-credit participants**	☐ Credit ☐ Non-credit
Allow a waitlist	☐ Yes ☐ No	**Number of credit/non-credit students allowed**	_____ Credit _____ Non-credit
Instructional hours *(Educational instruction hours relating to the study tour only)*		_____ **hours**	

DETAIL CODES

To obtain from Finance

- Detail codes are required by OReg in order to put all deposits, fees and tuition, etc into the correct financial accounts (student, tour, etc).

Deposit detail code	
Tuition detail code	
Fee detail code	

FEES & PAYMENTS

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

DEADLINES

First day to pay deposit *(may be subject to change)*		**First day to pay balance of fees** *(may be subject to change)*	
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 COURSES ASSOCIATED WITH TOUR (IF APPLICABLE)

- **You will need to submit an additional scheduling request form with this document for each of the sections offered.**
- Unless otherwise approved, academic courses taken by internship students will follow Senate approved sessional dates.
- Current tuition rates apply to courses offered with study tours. 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.
- **Final grade from study tour courses must be received by OReg before May 30 in order for students to graduate in June.**

Course(s) required	
Subject	**Course number**

Tuition fees from academic courses will be applied to the study tour account *(confirm with Finance)*	☐ Yes	☐ No	
Registration in the above courses is restricted to tour partici-pants	☐ Yes	☐ No	

REGISTRATION

- Students should pay deposit at the time of registration
- If special permission is required to register for the tour, please provide students with registration instructions and an electronic permission waiver for the tour section.

Requires special permission to register	☐ Yes	☐ No
Registration in UFV courses is required for tour participants *(check for yes or no and circle credit or non-credit)*	☐ Yes for credit non-credit	
	☐ No for credit non-credit	

NOTES & ADDITIONAL DETAILS

Last modified: 01-Mar-2013