

SCHEDULING REQUEST FORM FOR STUDY TOURS



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

Abbotsford 33844 King Rd Abbotsford, BC V2S 7M8	Chilliwack at CEP 45190 Caen Ave Chilliwack, BC V2R 0N3	Hope 1250 7th Ave Hope, BC V0X 1L4	Mission 33700 Prentis Ave Mission, BC V2V 7B1
			604.854.4501
			Toll Free: 1.888.823.8734
			Fax: 604.853.0138

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

T O U R I N F O R M A T I O N	<ul style="list-style-type: none"> • A single tour 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. • 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 T2202A 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	<input type="checkbox"/> Credit <input type="checkbox"/> Non-credit
	Allow a waitlist	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of credit/non- credit students allowed	_____ Credit _____ Non-credit
	Instructional hours <i>(Educational instruction hours relating to the study tour only)</i>		_____ hours	

D E T A I L C O D E S	To obtain from Finance	
	<ul style="list-style-type: none"> • 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		

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F E E S & P A Y M E N T S		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) <i>(includes educational fees or expenses relating directly to education)</i>	\$	\$
Fees <i>(deduct deposit and educational tax receipt portion from tour cost to get this amount)</i>	\$	\$	

D E A D L I N E S	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	\$

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	<ul style="list-style-type: none"> You will need to submit an additional scheduling request form with this document for each of the sections offered. 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. 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 <i>(confirm with Finance)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Registration in the above courses is restricted to tour participants	<input type="checkbox"/> Yes	<input type="checkbox"/> No

WITH TOUR (IF APPLICABLE)

