

## UW – PARKSIDE STUDY TOUR COURSE & FEE FORM

**ACADEMIC:** If a study tour is being offered by multiple departments, separate forms (with signatures) are required from each department. A specific number of credits must be determined adhering to the course catalog listing (no variability). **This form must be approved 12 months before the Study Tour in order to follow the course schedule billed calendar.**

Department	Course	Section	Precise # of credits for <u>all</u> courses
_____	<u>90</u>	_____	_____
_____	<u>90</u>	_____	
_____	_____	_____	

Instructor(s): \_\_\_\_\_

TOPIC | \_\_\_\_\_  
(TRANSCRIPT TOPIC IS LIMITED TO 30 CHARACTERS/SPACES - ABBREVIATE IF NECESSARY)

Term: \_\_\_\_\_ Year: \_\_\_\_\_ Proposed Tour Dates: \_\_\_\_\_ to \_\_\_\_\_ Location: \_\_\_\_\_

On-campus meeting times/dates (prior or post-trip): \_\_\_\_\_

Prerequisites: \_\_\_\_\_ Catalog prerequisites will also be applied.

**Please attach Syllabus as well as a full itinerary listing all activities and overnight locations.** Information to be used for insurance, liability, budgeting and promotional purposes. Overnight accommodations required by Federal Clery regulations.

Minimum Enrollment in Course (without audits): \_\_\_\_\_ Maximum Enrollment in Course: \_\_\_\_\_ (with audits).

**SAFETY:** Please read the U.S. State Department Report on your destination(s) <https://travel.state.gov/> . Coordinators should be prepared to address any health/safety threats in this report. Are any destinations under a U.S. State Department Travel Warning? ( ) Yes ( ) No

### **PROGRAM COSTS:**

A **detailed program budget** should be attached to this form to include costs covered by the Special Course fee. (Please see Page 2). If you would like assistance developing this budget, contact the ISS/SA Office. Students and financial aid will need "Out of Pocket" cost estimates.

#### **For ISS/SA Office Only:**

Study Abroad Fee: \$100 (Acct: 128-16-3200-2-9323 #PRJ62TI)

Study Abroad Contingency Fee: \$50 (Acct: 128-16-3200-2-9323 #PRJ62TH)

Study Abroad Insurance Fees: \$\_\_\_\_\_ (Acct: 128-16-3200-2-9323 #128998C)

Proposed Special Course Fee: \$\_\_\_\_\_ (excluding Study Abroad fees above Acct: 128-16-3200-2-9323 #\_\_\_\_\_)

Total Program Fee: \$\_\_\_\_\_ (with all fees)

### **REQUIRED SIGNATURES:**

PRINT NAME	SIGNATURES	TEL. EXT	DATE	APPROVED	REJECTED
Department Chair:					
Dean:					
ISSA/SA Office					
Provost/VC:(please disburse copies to all above)					

**Provost Office: Please return this form to ISSA/SA Office for distribution to Faculty leader, Dept. Chair, Dean and Registrar**

**Standard Budget components****Administrative Costs**

SA processing fee \$100\*  
 SA contingency fee \$50\*  
 Insurance (\$26 for 1 mth. or less)\*  
 Third-party program fees  
 Promotional/Advertising \$50\*  
 \* Required for all programs

**Student Travel Costs**

Student airfare (if included)  
 Student lodging  
 Student meals (if included)  
 Student rail/bus transport  
 Student excursions/activities

**Coordinator(s) Costs**

Coordinator(s) airfare  
 Coordinator(s) lodging  
 Coordinator(s) meals/allowance  
 Coordinator(s) rail/bus transport  
 Coordinator(s) excursions/activities

**Other Costs**

In-country vehicle rental  
 Estimated taxi costs  
 Speaker/tour guide fees  
 Gifts and honorariums  
 Misc: Add'l 20% of **in-country** costs\*

What expenses are not included in this program? \_\_\_\_\_

Please estimate Student Out of Pocket Costs: \$\_\_\_\_\_ Students and financial aid will need "Out of Pocket" cost estimates.

**Application Processing****To Program Coordinators:**

We want to help students identify a study abroad option that fits their academic program as well as their physical, behavioral and social abilities. As program coordinators, it is up to you to set the academic and non-academic expectations necessary to implement a successful program. Please check all conditions that apply to your study tour.

**Program participants of this study abroad program are expected to be capable of:**

<input type="checkbox"/> Carrying own luggage	<input type="checkbox"/> Sharing lodging accommodations	<input type="checkbox"/> Adapting to the demands of group travel (limited independence & "alone time")
<input type="checkbox"/> Walking more than _____ mile(s)	<input type="checkbox"/> Respectfully adapting to new foods and meal traditions.	<input type="checkbox"/> Travelling to/from the U.S. independently
<input type="checkbox"/> Mounting staircases	<input type="checkbox"/> Respectfully adapting to local behavioral/social practices (i.e. dress)	<input type="checkbox"/> Navigating through a foreign city independently
<input type="checkbox"/> Taking care of own health/medical needs	<input type="checkbox"/> Adhering to rules and safety guidelines.	<input type="checkbox"/> Using public transportation resources
<input type="checkbox"/> Communicating issues and concerns to group coordinators	<input type="checkbox"/> Attending programmed activities at varying hours throughout the day.	<input type="checkbox"/> Locating or preparing own meals
<input type="checkbox"/> Refraining from alcohol use.	<input type="checkbox"/> Addressing others with respect and dignity.	<input type="checkbox"/> Other Program Expectations:

Reasonable accommodation will be made for students with documented disabilities wishing to participate.

As the Program Coordinator, please determine the information the ISS/SA should collect from applicants for acceptance into the program.

☐ Essay is required. Topic: \_\_\_\_\_

GPA requirement: \_\_\_\_\_ ☐ Major GPA ☐ Cumulative GPA

☐ References required. Number of References: \_\_\_\_\_ Type of References: \_\_\_\_\_

☐ Other Criteria or Requested Item(s) \_\_\_\_\_

Information including the checked items above will be forwarded to the Coordinator for review in order to determine program acceptance. Please note that applicants must be registered in an academic course to participate. Other requirements include a Student Conduct check.