Standard Procedure for Haiti Trip
December 27, 2016 – January 4, 2017

PLEASE PRINT:

Last Name _____First Name _____ Middle Name _____

Address _____ City_____ State_____ Zip Code_____

E-Mail_____ Home Phone _____Cell _____

Birthdate _____/_____/_____ Student ID # _____

Semester to be registered:

☒ **Fall** (Sept-Dec) ☐ **Winter** (Jan-Apr) ☐ **Spring & Summer** (May-June) **Year:** 2016-2017

Current Status ____Freshman (0-29 hrs.) ____ Junior (60-89 hrs.) ____ Post Degree

____Sophomore (30-50 hrs.) ____Senior (90 hrs. or more) ____ Guest / Non-Credit

Major _____ **Purpose of trip** Missions Trip

☒ **STAB 1802.19.99.00 STAB Mission Trip to Haiti** *(Travel cost will be charged to this 0-credit number.)*

PROCEDURAL CHECKLIST:

A. Fill out this form completely with the required personal information

B. Obtain approval and required signature from the faculty member coordinating the Haiti mission trip.

C. Pay your **$800 deposit** at the Student Accounts Office by **November 5, 2016**.

D. Turn in this form to the **Office of Study Abroad (1501),** and request the signature of the Director. Once you turn in your form, you will automatically be registered.

E. Travel costs must be paid according to the payment schedule for your particular trip.

THE FOLLOWING INDIVIDUALS MUST SIGN THIS FORM:

1. **Trip Coordinator (Sister Victoria Indyk):** _____

   DiPonio Bldg-Room 139; Cell: #313-204-8959

2. **John Magee:** _____

   Director, Office of Study Abroad, Room 1501, #734-432-5656

Upon submission of this form you will be registered for the designated course(s).

Student Signature_____

Today's Date _____

Copies of this form will be sent to:
- Student
- Registrar
- Student Accounts
- Faculty Member Sponsoring Trip
- Center for Study Abroad

Proof of deposit ↓

$800 Deposit

Amount_____

Date _____

TOTAL Cost for Trip: $1500 ($800 deposit required by November 5, 2016 and $700 by December 2, 2016)