

**Standard Procedure for Haiti Trip
March 3-10, 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:** _____

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 (Sr. Victoria Indyk) coordinating the Haiti mission trip.
- C. Pay your **\$800 deposit** at the Student Accounts Office by **January 27, 2017**. Second deposit of **\$700 by Feb.17, 2017**
- D. Turn in this form to the **Center for Study Abroad**, 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, Center for Study Abroad, Room 1501/ #734-432-5656

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

Copies of this form will be sent to:

- Student
- Registrar
- Student Accounts
- Faculty Member Sponsoring Trip
- Center for Study Abroad

Proof of deposit ↓

Student Signature _____

Today's Date _____

\$800 Deposit
 Amount _____
 Date _____

TOTAL for Trip: \$1500 (\$800 deposit required by January 27, 2017 and \$700 by February 17, 2017)