Education Abroad and Away Course Fee Request

(Submit to CEAA by February 1 for SUMMER courses; May 15 for FALL courses; September 15 for SPRING courses)

Sponsoring Department: Click or tap here to enter text.

Program Contact: Click or tap here to enter text. Program Title: Click or tap here to enter text.

Program Destination(s): Click or tap here to enter text. Term/Semester: Click or tap here to enter text.

Departure Date: Click or tap to enter a date. Return Date: Click or tap to enter a date.

Program Cost Center: Click or tap here to enter text. (Your) Department Cost Center: Click or tap here to enter text.

Course Fee to be charged to students: $Click or tap here to enter text.

Deposit Amount: $Click or tap here to enter text. Deposit Due Date: Click or tap to enter a date.

Deposit Refundable? Yes No Non-Refundable Amount: $Click or tap here to enter text.

Cancellation Policy: Indicate here that you have communicated (or will communicate) your cancellation policy in written and verbal formats to all of your students in time for them to make informed decisions)

Will send trip cancellation and refund policy to all participants:  Yes

Course ID Numbers:

|  |  |  |  |
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| Department | Course # | Section # | Course ID # |
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| *Attach additional page if more space is needed.* | | | |

Should students only be charged one time if they are registered for more than one of the courses listed above?

Yes No

*For Global Education Use Only*

Include Terra Dotta Software Fee $32.00 (210188/9155)

Include GeoBlue Health Insurance (13.70/week) $Click or tap here to enter text.(210140/9375)

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director for the Center for Education Abroad and Away Date

*For Student Financial Services Use*

Upon receipt of this completed course fee form, please forward a deposit coupon for this program to: [Anna.Ochs@mnsu.edu](mailto:Anna.Ochs@mnsu.edu)

Prepay #: \_\_\_\_\_\_\_\_ Updated: NOB 11/22/2019