International Student Programs



HIU-Administered Off Campus Study or Missions Trip Proposal Form

2500 E. Nutwood Ave. Fullerton, CA 92831 USA 714.879.3901 ext. 1698

Instructions for Completion

All HIU staff and faculty wishing to create a new HIU-Administered/Faculty-led Off Campus program (including Study Abroad and Missions Trips- excluding class related Field trips) must have a completed approval form on file.

The approval process is complete once you have secured the required signatures and submitted the completed form to the ISP Office. Programs should not be advertised or promoted to students until they are approved, via full completion and sign off on this form as indicated. Forms are due no later than **6 months** prior to the initial date of the trip.

Students are required to complete the HIU-Administered Off Campus Study or Missions Trip Student Approval Form) no later than $\underline{\mathbf{3}}$ months prior to the initial date of the trip.

Trip Organizer information	
Name(s): Position(s):	
E-mail:	
Phone:	
Trip Information	
☐ Attach Proposed Budget	
☐ Attach Proposed Trip Itinerary	
Purpose of Trip: (Check One)	
Name of the Program:	
Location of the Program:	
Expected Dates of the Trip:	
Trip Occurrence: (Check One)):
Cost of the Trip for Students:	
Payment Due Dates/Payment Schedule (Attach If Necessary):	
How Many Students are Expected to Participate:	
Minimum # of Students Required for Trip:	
Deadline for Students to Commit (Non-refundable):	
Host Institution Information (If Applicable):	
Institution Name:	
Contact Name:	Phone:
F-mail·	Fax·

^{**}If a Missions trip, you may skip the Study Abroad section and collect the necessary signatures.

tudy Abroad Information		
eaching Professor(s):		
roposed Course Title:		
s this an Existing Course? (Check One)		
ourse Description:		
equested Course Level: (<i>Check One</i>) 1000 2000	□ 3000 □ 4000 □ 5000 □ 6000 □ 7000	
of Units:	Effective Term Date: Fall Spring	
lacement (ex: Major, Elective, Humanities etc.):		
pproval Signatures		
P for Student Affairs	Date	
P for Academic Affairs (Study Abroad Programs only)	Date	
lean's Signature (Study Abroad Programs only)	Date	
Registrar Office Use	Business Office Use	
☐ Course List Updated	☐ GL Set-up	
☐ Notice Sent	☐ Inform Cashier	
☐ Course Equivalency Verified	☐ Trip Insurance	
☐ Course Added to Paper Audit	☐ Health Insurance	
☐ Course Added to Program Version/AOS	☐ Trip Arrangements	
Registrar Signature	VP for Business and Finance Signature	
Registrar Signature TP for Business and Finance Signature	VP for Business and Finance Signature Date	