

## Education Abroad and Away Course Fee Request

(Submit to Center for Global Engagement - **DUE BY SEPT. 1<sup>st</sup>**)

Sponsoring Department:

Program Contact:

Program Title:

Program Destination(s):

Term/Semester:

Departure Date:

Return Date:

Program Cost Center:

(Your) Department Cost Center:

### Course Fee to be charged to students: \$

Deposit Amount: \$

Deposit Due Date:

Deposit Refundable?  Yes  No

Non-Refundable Amount: \$

**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:

Department	Course #	Section #	Course ID #
<i>Attach additional page if more space is needed.</i>			

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 \$45.00 (210188/9155)

Include GeoBlue Health Insurance (\$16.00/week (approx.) \$ (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 1/26/2023