BALL STATE UNIVERISTY CAP Field Trip/Study

STUDENT FIELD TRIP/STUDY CHECKSHEET

Department of Architecture

STUDENT FORMS

Found in my ilocker http://ilocker.bsu.edu/users/jakratzner/BSU SHARED/

REQUIRED FOR ALL STUDENTS
 BURSAR DEPOSIT FORM (for field trips only) / PERMISSION TO ENROLL (for field study only) Bring completed form to AB 402 to be scanned for departmental records. Then take form to the Bursar's Office, Lucina Hall.
 PAYMENT (Bursar's Office, Lucina Hall) Make check out to BALL STATE UNIVERSITY (include field trip/study account number in memo portion of check). DO NOT PAY ON-LINE as payment may be applied to other account expenses owed and not to the field trip. NO FACULTY OR STAFF MEMBER IS TO COLLECT MONEY FROM STUDENTS. This policy is for everyone's protection.
NOTE: A signed Bursar Deposit or Permission to Enroll is a binding agreement on the part of the student to participate and pay said costs of the field trip. Should the student fail to pay the field trip costs in full it may result in additional charges. Late and installment fees will be assessed according to the Bursar due date schedule. Past due balances may cause your account to be placed on HOLD preventing you to register. The department will notify you of any unpaid balance owed for the trip.
Questions regarding payment/financial aid contact: • Bursar's Office, Lucina Hall, bursar@bsu.edu 285-3526
REQUIRED FOR ALL STUDENTS TRAVELING OUTSIDE OF U.S.
 INTERNATIONAL STUDENT ID (ISIC) (Rinker Center for International Programs, SC 102) Obtain minimum 2 days prior to departure. Parental signature required for students under 21 years of age and there is a \$22 fee. Questions, please contact Carol Block cblock@bsu.edu 285-5422.
 HTH Worldwide INSURANCE (mandatory beginning January 1, 2010) Obtain minimum 6 weeks prior to departure. <u>There is a charge</u>. Questions, please contact Kelly Kirkwood <u>kjwright@bsu.edu</u> 285-5422, Rinker Center for International Programs (SC 102).
 PICTURE Obtain picture for passport and International Student ID Card (ISIC). May obtain at Walgreens, CVS or Walmart.

EMERGENCY INFORMATION (turn in to Julie AB 402)
 The student is responsible for submitting a new Emergency Information Sheet to the Department should any information change.
STUDENT CONDUCT AGREEMENT (turn in to Julie AB 402)
 • Signature on the Conduct Agreement covers all Ball State University Department of Architecture off-campus field trips/field studies that the student participates in through the completion of their degree program.
STUDENT LIABILITY RELEASE (turn in to Julie AB 402)
• Signature on the Liability Release covers all Ball State University Department of Architecture off-campus field trips/field studies that the student participates in through the completion of their degree program.

SCHOLARSHIP OPPORTUNITIES:

M.E. Rinker, Sr. Scholarship for Study Abroad contact:

• Rinker Center for International Programs (SC 102), 285-5422

CAP Travel Scholarship contact:

• Nina Davis ndavis@bsu.edu, CAP Dean's Office (AB 104), 285-5863

rev. 9/29/10