

INTERNATIONAL EDUCATION:
APPLICATION FOR STUDY ABROAD COURSE PROGRAM

Program title: _____ Number of credits: _____

Program location(s): _____ Course #: _____

Program dates:
Depart: _____ Return: _____

Submitted by: _____

Leader(s):

Name: _____	Name: _____
Department: _____	Department: _____
Office phone #: _____	Office phone #: _____
Home phone #: _____	Home phone #: _____
Email: _____	Email: _____
Emergency contact name: _____	Emergency contact name: _____
Emergency contact phone #: _____	Emergency contact phone #: _____

Minimum enrollment: _____ Maximum enrollment: _____

Attachments (application will not be processed without all attachments):

- _____ Purpose(s) for the study abroad program
- _____ Target audience (all NWTC students, NWTC students in X program, community members, professional adults, etc.)
- _____ Course description
- _____ Prerequisites (if any) -- state course number and number of credits
- _____ Itinerary – including dates, locations and description of activities
- _____ Transportation required (including flights, buses, trains, taxis, etc.)
- _____ Proposed housing
- _____ Proposed meals
- _____ Plan for promotion of the program
- _____ Budget on per person basis (see below)

Student Travel Expenses:

Flight: _____
Ground transportation: _____
Lodging: _____
Meal allowance: _____
Books, instructional supplies: _____
Entrance fees: _____
Tuition: _____
Insurance: _____
International Student ID _____
Other: _____

TOTAL: \$ _____

Faculty Travel Expenses:

Flight: _____
Ground transportation: _____
Lodging: _____
Meal allowance: _____
Books, instructional supplies: _____
Entrance fees: _____
Tuition: _____
Insurance: _____
International Faculty ID _____
Other: _____

TOTAL: \$ _____

Please attach any supporting documents relative to the budget, as well.

Estimated per participant price for this program: \$ _____

Faculty signature _____ Date: _____

Department Dean signature: _____ Date: _____