



Please complete the following request form for all group out of province student travel. Out of province student travel may take a number of forms including work or volunteer placement, experiential learning, service learning or a study tour. The general premise of the activity is that it be self-funded and designed and approved by the appropriate Dean. Prior to approval a plan demonstrating a high level of detail regarding travel, activity particulars, insurance and liability must be submitted. At a minimum the plan must address the following:

A

Activity Name: _____

Number of Students Involved: _____ Program: _____ Class: _____

Travel will begin _____ and end _____ (attach draft itinerary as appropriate)
(Date) (Date)

B

Provide an overview of the travel experience and relevance to the Program of Study (attach additional material as appropriate):

Detail the learning outcomes or attach the course outline:

Credits, if any, to be awarded upon successful completion of the class/program: _____



C

Humber Employee Involvement and relevant qualifications: _____

Detail how the travel will be organized and funded: _____

D

Detail the medical/health and travel risks and the mitigation plan to address these risks:
(attach additional material as appropriate)

E

Name of External Partner (Travel Agency, Institution, NGO, Employer etc.):

Phone Number: _____ Address: _____

City: _____ Postal Code: _____

Contact Name: _____ Contact's Email: _____

Institution/Employer/Organization website: _____

F

Approvals:

Dean

Director, International

VP, Academic

FORM UPDATED 2011-01-25