

Procedure:	Collecting of Payment for Travel Courses	Procedure No.:	AA4011.6
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP Academic Affairs	Responsible Party:	<i>Department Deans</i>
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose

To clarify the method of collecting payment for domestic or international faculty-led travel programs.

Statement of the Procedure

College-sponsored student travel and non-credit travel may require funds beyond tuition payment for the course. In order to pay for the trip in a timely fashion, these funds will be collected on a schedule in advance of the trip to allow for planning and student participation in these experiences. The following guidelines will serve as the process of collecting payments for such travel.

Related Policies (by number)

AA4011 Travel Policy

To whom it applies (title or department)

Faculty-led student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college. See “Exclusions” above.

Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

General Guidelines

1. When the trip is approved by the appropriate Dean and VPAA, the college may begin collecting payments from students.
2. The approved anticipated budget will be shared with the college's Faculty Student Association (FSA) office.
3. If grant funding is to be applied to the cost for students by the FSA they must be made aware of this and invoice the college to obtain the funding.
4. All payments will be collected through the college's Faculty Student Association (FSA). Students will be provided with instructions and a schedule for making payments.
5. The list of participants as well as the payment schedule will be provided to the FSA Office.
6. The FSA will keep a record of all payments, which have been made.
7. The FSA will update the lead faculty member once a week with a summary of the payments which have been received.
8. If a student decides to remove themselves from the trip prior to the cutoff date they will be reimbursed 100% of funds paid to date. The faculty member verifies that the student will not participate in the travel course and will inform the FSA in writing that a reimbursement payment should be issued to the student.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	05/05/2023	KP	<i>VP Academic Affairs</i>