1. Course Title:______________________________________________________________

2. Course Number:________________________ All May Term Courses are 3 Non-Variable Credits

3. Teaching Faculty:________________________

4. Department number to which expenses for this class are to be charged. _________________________

5. Number of Students: _______________________

6. If you are seeking a general education designation for this course please forward your request to the Registrar's Office to seek approval from CPC.

7. Is this May Term course an approved (IPO) program?        Yes         No

8. First Day of Class: ________________ Last Day of Class: ________________

    Class Location: _________________________ Scheduled Meeting Time: _________________________

    Dates on Campus: _________________________

9. On-Campus Needs: (Please request preference) Classrooms:______________________________

10. Dates off campus: __________________________

11. List all locations and time frames where you are staying while off-campus and attach an itinerary with contact information, phone numbers etc..

12. Provide the name(s) and information of on-campus (in Richmond) contacts in case of emergency while the course or program is off-campus.

    Name: ________________________________________________________________

    Phone: ________________________________________________________________

Faculty are to make arrangements with Campus Safety and Security for Vehicle Use.
13. Student Housing Needs:

Please note, on-campus food service is not provided to students during May Term. Please complete the attached housing form.

Number of students to be housed on campus: __________________________

Are there any students with special needs? _______________________________

14. Student Health Insurance:

As is the case with fall and spring semesters, students participating in May Term Programs are required to have health insurance coverage throughout the length of the course. Students who are covered under the Earlham Student Injury & Sickness Plan do have coverage outside of the United States. However, health care providers may require payment at the time health care services are provided. Students who are covered by personal insurance need to confirm policy is effective outside of the U.S.

If your May Term course is going to take you outside of the United States

Students who travel outside of the United States should contact IPO to apply for an International Student Identity Card sponsored by the Council on International Educational Exchange. This provides the following secondary coverage: Sickness, Hospital Benefits, Accident Medical Expenses, Accidental Death & Dismemberment, and Emergency Evacuation & Repatriation. General conditions and exclusions apply. Students who are enrolled in an IPO program are provided with an International Student Identity Card. Students that study outside the U.S. but are not in an IPO program are required to purchase the coverage at a cost of $22. Contact the International Programs Office (IPO) to procure this coverage for your students.

15. Course Budget: May Term courses must be financially self-sustaining. Please outline your budget and fees to cover expenses. (10 Student minimum)

How many students are required to meet the budget needs for this course offering?

Expenses/Fees:

- Meals __________________________ Amount __________________________
- Travel __________________________ Amount __________________________
- Housing __________________________ Amount __________________________
- Phone __________________________ Amount __________________________
- Xeroxing __________________________ Amount __________________________
- Rentals __________________________ Amount __________________________
- Honoraria __________________________ Amount __________________________
- Misc __________________________ Amount __________________________

*If an IPO Program, you must follow IPO Budget procedures. All other budgets must be approved prior to the program by the Registrar.*
Required

16. Course Fees in addition to the other May Term Tuition, the *$225 May Term Fee and *$160 off campus fee to cover expenses as informed by budget outline in section 15:

Course Fee = _______________________

This will allow for the charges to be billed to the students’ statement in a timely manner.

*(Please note that these fees do not support your course budget)

17. Is there a deposit for this May Term Course? Yes No

If yes, please provide the following:
Amount of the course deposit: ___________________________

When the deposit is due: _____________________________

When and how much of the deposit is refundable: _____________________________

Upon completion of the program, submit all budget information/receipts to the Registrar’s Office prior to submission to Accounting. For effective financial controls, the Accounting Office will assess and collect deposits and course fees to see that they are properly placed on the Student’s account.

18. Release of Liability:

All students studying off-campus, both nationally and internationally, are required to complete a conditions and release form. Please contact the International Programs Office at 1424 for a copy. Faculty are expected to distribute copies of this form to all students participating in the off-campus course and take copies of the completed release forms with them on the off-campus trip.

Please note any other necessary information for IPO:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________