

May Term On-Campus Course Fee Information Sheet

1. For what purpose will the May Term course fee being charged?*

Please check all that apply:

- Supplies for course
- Honorariums/Stipends for Speakers
- Field Trip(s)
- Other (please specify): _____

2. If you will be traveling, please indicate where you will be traveling and for how long:**

3. If you will be traveling, what form of transportation will you be using? ***

If you plan on using University vehicles, please call or email Rebekah Fehr (rfehr@iwu.edu) for the policies regarding this option. Please refrain from using student drivers as well as student vehicles.

DEADLINE FOR SUBMISSION OF THIS FORM IS OCTOBER 1st, 2010.

The May Term office will request an itinerary for those traveling on campus, no later than March 14th. Please contact the May Term office for the itinerary form prior to this deadline. Please inform the May Term office if there are any changes to your itinerary prior to departure.

Students signing up for your May Term course must be informed if they are requested to participate in activities for your course outside of the posted class hours.

* Any fees charged to students for this May Term course must be used for expenses incurred in teaching the current students only. Fees cannot be used for departmental supplies.

** The forms the students will need to fill out prior to departure. These forms can be found on the May Term website at: <http://www.iwu.edu/melloncenter/mayterm/studentresources/sforms.shtml>. Once completed, please send the forms to the May Term Office, Stv. #2, three (3) days prior to departure.

***The May Term office has a list of preferred transportation choices; please contact Rebekah Fehr, x3760, for these options.