Rider University College of Business Administration

2016 Travel Courses
We will accept applications on a rolling basis until the courses are closed. We will begin reviewing applications on April 20, 2015.

Please submit your application to:

Professor Susan Denbo: Sweigart Hall, Room 263 or electronically to denbo@rider.edu

The College of Business Administration is offering one travel course to Belize in January 2016, one travel course to Cuba in January 2016 and one travel course to Portugal and Spain in January 2016. Each travel course will be limited to 25 students who will be selected based upon the following criteria:

1. A GPA of at least 3.0 (or the approval of Dean Carroll)

2. A review of the student’s record with the Office of Community Standards. Students on DISCIPLINARY PROBATION may not participate in a CBA travel course.

Please note that if a student loses good academic or disciplinary standing after being approved, the student’s approval will be revoked and the student will be responsible for any non-recoverable financial commitment(s) Rider University has made on the student’s behalf. It is the student’s responsibility to immediately inform the professors leading his/her travel course of any change regarding his/her academic and disciplinary standing. We will also receive periodic notification from the Office of Community Standards regarding changes in a student’s disciplinary standing.

3. The student’s Application essay.

Priority will be given to students who need the course to fulfill their International Business co-major requirements; however, the courses are open to all Rider students.

Please indicate below your preferences regarding the travel courses, listing your first choice as #1. If you are only interested in one course, you should leave the others blank. Please review the Application requirements carefully. We will NOT consider incomplete applications.

You will be notified by e-mail whether you have been selected to enroll in one of the courses. (We will begin reviewing applications on April 20, 2015.) At that time, you will be advised of the payment schedule for your course and will be provided with information about applying for financial aid for the travel portion of the course.

_________ Belize (Dr. Cynthia Newman and Dr. Jonathan Husch)

_________ Cuba (Dr. Marge O’Reilly-Allen and Dr. Ira Sprotzer)

_________ Portugal and Spain (Dr. John Donovan and Dr. Gene Kutcher)

You must enroll in the course for academic credit. No participation in the “travel portion only” will be allowed.
College of Business Administration 2016 Undergraduate Travel Course Application

Please submit your completed Application to Professor Susan Denbo—Sweigart Hall, Room 263 or electronically to denbo@rider.edu. If you have any questions, you can contact her at denbo@rider.edu or 895-5466

YOU MUST ATTACH AN UNOFFICIAL COPY OF YOUR RIDER TRANSCRIPT TO THIS APPLICATION. If your GPA is below 3.0, please include a statement indicating why your GPA should not disqualify you from participating in a travel course.

**Personal Information:**

List your FULL NAME AS IT APPEARS ON YOUR PASSPORT. This application will be used to order airline tickets and passport names must match ticket names. Please PRINT clearly below!

Name as appears on passport:__________________________________________________________

(first)                              (middle)                              (last)

Date of Birth ________________ Gender ________ Citizenship __________________________

Rider Student # ________________ Rider E-mail Address____________________________

Cell phone number_____________________________

Permanent Address:

Permanent Phone Number:

Foreign Languages Spoken:

Special Dietary or Medical Requirements:

Are you in good standing with the Office of Community Standards?

(We will verify this information.) If not, you are not eligible to participate in a travel course.
PASSPORT INFORMATION

All students must submit a copy of the information page of their passport either with this application or no later than six weeks prior to departure.

☐ I am a U.S. citizen with a Passport valid for 6 months after the return date of the Study Tour OR, I will immediately apply for my passport and submit a copy to the course professor.

Passport #:__________________________ Expiration Date:_______________

☐ I am not a U.S. citizen— I am a citizen of __________________

✓ If you don't yet have your U.S. passport (or need to get it renewed) you should apply for your passport immediately by going to: http://travel.state.gov/passport/passport_1738.html
✓ You may need a visa to participate in certain study tours. Your course professors will inform you if this is the case. You may need to pay additional fees for visas.

College:                                      Major:
Cumulative GPA (attach unofficial transcript):
If your GPA is below 3.0, you must explain why you should be accepted into the course. Your acceptance is subject to the approval of Dean Carroll.

Class (circle): Fr. So. Jr. Sr.
Graduation Year:

How will this study tour course count for you? (MUST circle one)
Major credit               Minor credit               Elective

Are you applying for financial aid? YES _____  NO _____
(If yes, you must apply immediately after you are accepted into the course to help ensure timely arrival of funds. We will provide you with a letter that you can present to Student Financial Services to help expedite your financial aid request.)
Have you participated in any prior travel courses?

If so, list the course name and number, the semester and year enrolled, and the country/countries visited:

Have you studied abroad?

If so, list the country and the semester and year enrolled:

Please attach an essay to this Application in which you explain why you wish to participate in a travel course, what you hope to gain from it, and what attributes you have that will enrich the group experience for all participants. Your typed essay should not exceed 250 words and should be double-spaced.
College of Business Administration 2016 Undergraduate Travel Course Application

Terms of Participation in Program Agreement

I certify that the information submitted on this application is correct. I agree to be subject to the academic and financial policies of Rider University, including those stated in materials describing programs and all pre-departure materials.

I authorize the faculty and staff members affiliated with the study tour program to which I am applying to have access to my educational records, disciplinary records and all information contained in those records maintained by Rider University or any other educational institution that I have attended.

I agree that any photos taken of me while participating in a Rider University study tour may be used for promotional materials. I understand that additional forms related to my participation in a study tour program will need to be completed and returned in a timely manner in order to participate in the program.

I agree to immediately notify the University IN WRITING should I choose to withdraw from the program. If I withdraw from the program before paying my tuition and fees, I acknowledge the University’s right to bill me for any financial commitments made on my behalf to the University and/or any third party and I agree that I am financially responsible for such costs incurred.

Rider University reserves the right to change, cancel or alter any provision of its travel courses, as it deems necessary.

I have read and understand the agreement and voluntarily agree to adhere to these policies:

Signature _____________________________________________________________

Date __________________________________________________________________

Rider ID#______________________________________________________________

Complete Name Printed Clearly_____________________________________________