



Disclaimers:

Participation in Andrews University sponsored academic off-campus tours must be approved by Student Financial Services.

INSTRUCTIONS

The Tour Clearance form is a fillable PDF; completely submittable via email.

Complete sections of form in order.

If not paying out-of-pocket in full, contact your financial advisor to make payment arrangements. Accounts must be paid in full before leaving the campus.

If your financial aid is not already set up for Summer, you will need to turn in a Summer Financial Aid Request form.

- Ø Forms are located at the SFS Front Desk or online at www.andrews.edu/sfs.

If your tour requires a deposit, and you're paying online:

- Ø Select the Deposits tab located at the top of your TouchNet screen.
- Ø Select Current Term.
- Ø Find & select your Tour from the drop-down menu.

If paying a tour deposit at SFS cashier window, be sure to let the cashier know the name of your tour.

- Ø Cashier hours are Monday-Thursday 1:00-5:00pm.

If paying through Flywire, list tour name in payment details section.

Once Sections 1 & 2 are completed and you have made arrangements with your financial advisor, submit your form for clearance authorization to the Assistant Director, Student Accounts at SFS.

- Ø Submission may be in person or by email (sfs@andrews.edu).

Section 3 is for Office Use Only, leave blank.

Return completed and approved form to your tour director.