



CHAPMAN UNIVERSITY
Center for Global Education

Temporary Request to Leave the Faculty-Led Travel Course

Student's First and Last Name _____

Student's Chapman ID # _____

Student's Chapman Email Address _____ @mail.chapman.edu

Travel Course and Destination _____

Travel Course Faculty Group Leader/s _____

This student is departing **temporarily** from the Travel Course before the Travel Course is completed. The following statements apply:

- Student is **temporarily** leaving the group before the Travel Course Group's final departure date of: _____
- Student will not be participating in any course activities during the specified time period:

Leaving on Date, Time: _____

Returning on Date, Time: _____

- Student understands and will not hold Chapman University liable for anything that occurs while he/she is **temporarily** away from the program, and during the time period listed above.
- Brief Explanation for Student's **temporary** departure: traveling to, mode of transportation, lodging: _____

- By **temporarily** leaving the Travel Course, if the Student misses any Travel Course activities while he/she is away, they are ineligible to receive any refund from participation fees paid to participate in the Travel Course activities.

A complete, signed document becomes part of the student's file in the Center for Global Education office. This form must be completed and signed by both the student and Faculty Group Leader to prevent administrative consequences upon return to campus.

Student Signature _____ Date _____

Phone where student may be reached: _____

Faculty Leader _____ Date _____