

KENYA & TANZANIA STUDY TOUR APPLICATION

Andrews University School of Social & Behavioral Sciences • May 4-22, 2026

PARTICIPANT INFORMATION

First Name (as listed on passport)

Last Name (as listed on passport)

AUID (if applicable)

Preferred name (if different from passport)

Email (one you check regularly)

Phone Number

Date of Birth - **Month:** _____ **Day:** _____ **Year:** _____

I am a:

- ☐ Current AU Student and ☐ plan to ☐ do not plan to register for courses associated with the tour
- ☐ Guest Student planning to register for the courses associated with the tour
- ☐ Current AU Faculty or Staff Member
- ☐ Community Member

EMERGENCY CONTACT INFORMATION

	1st Contact	2nd Contact (if desired)
Emergency Contact Name:	_____	_____
Relationship to you:	_____	_____
Their Email:	_____	_____
Their Phone Number:	_____	_____

PASSPORT INFORMATION

Choose one:

- ☐ I have a current passport, valid through at least November 22, 2026
- ☐ I have/am applying for a passport/getting my passport renewed

Please send a photo or scan of the information page in your passport to Ms. Bradfield at bradfiee@andrews.edu. If you are in the process of renewing your passport, please send your full legal name (as it will appear in your passport), your date of birth and the estimate of when you will receive your passport.

Nationality (country where your passport was/will be issued): _____

- ☐ I have spoken with Ms. Bradfield regarding Visa/eTA Requirements for Kenya & Tanzania
- ☐ I have not yet spoken with Ms. Bradfield regarding visa/eTA requirements but will do so soon

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INFORMATION & AGREEMENTS

Initial beside each, indicating you have read and understand the information

It is highly recommended that participants have valid medical insurance. If an individual chooses to participate without medical insurance, they do so at their own risk. Any medical bills incurred are the participants' responsibility. Andrews University is not responsible for medical bills.

While the travel leaders will make an attempt to ensure document validity and completed applications, I accept responsibility for making sure my passport is up to date and for applying for the appropriate Electronic Travel Authorisation (Kenya) and eVisa (Tanzania).

I have read and understand the payment & application process outlined below

By turning in this form, I authorize the tour organizers to add my name to travel bookings on my behalf. I understand that if I change my mind and decide not to participate in the tour, I will be responsible for any non-refundable costs made on my behalf, which may be up to the full cost of the tour, and authorize Andrews University to charge me accordingly. While every effort will be made to mitigate any costs, some bookings, such as airfare, can not be transferred to another individual and will be included in the non-refundable costs.

PAYMENT & APPLICATION PROCESS

Step 1: Complete to secure a spot on the tour

- Fill out and return this application
- Send a photo/scan of your passport to Ms. Bradfield
- Students: Speak to your financial advisor about what your financial aid will cover (see the attached email template)

Step 2: Complete by 1 March 2026

- Students: Make a \$400 deposit using the instructions provided by Ms. Bradfield
- Community Participants: finalize payment schedule with Ms. Bradfield

By April 22, 2026

- Students: Register for BHSC378/578 Study tour + your chosen tour courses
- Students: Complete the financial clearance process
- Complete any final payments

CONTACT

Please submit this form and direct any questions to:
Ms. Erica Bradfield • Buller Hall 225 • bradfee@andrews.edu

FINANCIAL ADVISOR EMAIL TEMPLATE FOR STUDENTS

Below is a template to send to your financial advisor to start the conversation about tour planning which includes the key information they will need to know. The elements in parenthesis () are explanations for you to add/remove/change based on your situation. At the bottom we have summarized the key information to include in communications with your advisor if you'd prefer not to use the template or want to adapt it.

Undergraduate students:

Good Morning/Afternoon

I am exploring the possibility of joining the Kenya & Tanzania tour offered by the School of Social & Behavioral Sciences in May 2026. I would like to work out a breakdown of what my financial aid will cover and what I will need to pay for out of pocket, as well as the timeline for when payments would need to be made by. The tour is planned for May 2026 and the cost is 6 credits of regular tuition plus a \$400 tour fee. I expect to graduate in _____ (Semester & Year) so have _____ full time/part-time semesters remaining. (customise this sentence based on your completion plans). In addition, I plan to complete x credits online/on campus as part of my summer load (remove this sentence if you don't plan to take any other credits from AU in the same summer as the tour). I would like to review my financial plan with you at your earliest convenience either by email or in a meeting.

Thank you for your assistance,
Your name & AU ID number

Graduate students:

Good Morning/Afternoon,

I am exploring the possibility of joining the Kenya & Tanzania tour offered by the School of Social & Behavioral Sciences in May 2026. I would like to work out a breakdown of what my financial aid will cover and what I will need to pay for out of pocket, as well as the timeline for when payments would need to be made by. The tour is planned for May 2026 and the cost the tour is \$8420 which includes 6 credits of tuition at my regular program rate plus a tour fee equivalent to the difference (for MSCID students this = \$686/credit + \$4,300 tour fee). I expect to graduate in _____ (Semester & Year) so have _____ full time/part-time semesters remaining. (customise this sentence based on your completion plans). In addition, I plan to complete x credits online/on campus as part of my summer load (remove this sentence if you don't plan to take any other credits from AU in the same summer as the tour). I would like to review my financial plan with you at your earliest convenience either by email or in a meeting.

Thank you for your assistance,
Your name & AU ID number

Key Information to Include

Tour Name - Kenya & Tanzania Tour

Sponsoring Department - SSBS

When - May 2026 (summer)

Tour Cost (Undergraduates)

- Undergrad: 6 cr of tuition + \$400 tour fee

- Grads: \$8420 for tuition + tour fee

How many semesters and/or credits you have left to finish your degree

Whether you plan to take any additional courses over the summer

Why you need to Include it

They have additional information they can look up based on the tour names to match it to the information they have so they know which semester the tuition will be applied to

this is what the financial aid calculation and charges are based on

some aid has a limited number of semesters/credits so knowing the semesters/credits you have left will help determine how much aid you have

some aid is applied based on the total number of credits you're taking in a semester