

**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.
  - Forms are located at the SFS Front Desk or online at [www.andrews.edu/sfs](http://www.andrews.edu/sfs).
- If your tour requires a deposit, and you're paying online:
  - Select the Deposits tab located at the top of your TouchNet screen.
  - Select Current Term.
  - Find & select your Tour from the drop-down menu.  
*If you can't find your tour, check with your director.*
- If paying a tour deposit at SFS cashier window, be sure to let the cashier know the name of your tour.
  - 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, make arrangements with your financial advisor.
  - Submission may be in person or by email ([sfs@andrews.edu](mailto:sfs@andrews.edu)).
- **Section 3 is for Office Use Only, leave blank.**
- Return completed and SFS approved form to your tour director.