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.

- 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 and you have made arrangements with your financial advisor, submit your form for clearance authorization to the Assistant Director, Student Accounts at SFS.
  
  ➢ 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.