Correspondence #2:

Hello,

We are happy to announce the TRIP DESTINATION from DATES From - To **is confirmed**.

Please find in this email some preliminary timelines and process for the field trip for planning purposes.

(Insert course name and number)

Course dates:

Online:

Field Exploration in country:

Online:

Airline ticket information (Example):

Please arrive in (insert destination and airport) by (insert date). We will begin our field trip activities by (insert time and date and location for students to be).

The field trip will conclude on (insert time and date and location).  Students will have the choice of continuing to travel on their own, or return to their home.

Fees and Costs:

Fees payable to RRU through your student account:

* Insert any fees payable to RRU beyond tuition and what they are for

Costs payable by student:

* Airfare – round trip – please purchase a refundable ticket or flight insurance.
* Insurance (detailed in Travel, Work and Health Insurance unit
* Meal costs; budget approx. $20/day
	+ Break down breakfast, lunch and dinner, and if/when meals will be included with hotel or event costs.
* Personal purchases

Trip overview:

Insert narrative or schedule of trip, learning outcomes etc.

\*Activities subject to change.

Process:

Example – please customize

* By Nov. 15 - We will finalize the budget and provide a draft itinerary.
* By Dec. 15 Students will be asked to commit to the trip by signing the student agreement.
* By Dec. 20 an invoice for the field trip fee posted will be posted to your RRU student account
* By February 1, 2018 – all flights purchased by students and itineraries submitted.

\*Note: the above process timing may need to be adapted in response to emerging factors.

Please reach out to me if you have additional questions or to review personal needs or limitations.