



Financial Aid Office

Travel/Vacation Policy

Whenever a sponsored student leaves the island of O'ahu or takes time off from work, we consider this travel/vacation. We understand that students might need to travel for personal reasons (e.g. visit family/friends, wedding, etc.), however, travel must not interfere with their scheduled classes. In order for us to make sure that students are fulfilling their responsibilities both at school and work, the following process must take place in order for a sponsored student to travel.

Process

All travel must first be approved by a counselor BEFORE tickets are purchased. Travel information and reasons for travel should be explained using the Scholarships Vacation Travel Request Form. A flight itinerary must be submitted to confirm the dates of travel after approval has been received. Students are responsible for their own travel cost. (NO Buddy passes allowed)

In order for students to travel they will need to meet 6 criteria:

1. Must be enrolled for 2 consecutive semesters before they can request to travel
2. Must get approval signature from their employment supervisor/manager
3. Must be current with their BYU-Hawaii financial student account
4. Must be in good academic standing
5. Travel must not interfere with scheduled classes
6. Must meet with a DMBA representative to get clearance from any outstanding medical co- pays and/or have a payment plan in place.

Travel requests should not be longer than two weeks. Traveling for more than two weeks is highly discouraged for several reasons.

- Employers of students may have travel policies that do not allow for students to take more than two weeks off.
- Students have committed to assist with the cost of their education through continuous employment.
- The University is paying for facilities and resources (e.g. Housing and a meal plan) that are not being used while the student is traveling.

All travel request for more than 2 weeks will need to be reviewed and approved by an exceptions committee. Any exceptions to the policy will also need to be reviewed and approved by the same committee.

The sponsorship program will NOT pay for housing and meal plans for any student traveling for more than two weeks. Students who are requesting to travel for more than 2 weeks will be required to pay the expected contribution (typically paid by their hours of work) and the costs associated with housing, meals, and facilities that would have otherwise been used. These costs are pro-rated. Students are also required to make arrangements with housing in the event that the student will need to check out of their current room and be re-assigned a new room when they return from travel. The financial aid office will not be responsible for arranging housing accommodations anytime a student travels for more than 2 weeks.



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The following required costs for students traveling more than 2 weeks MUST be paid before the student travels.

Days/Weeks of Travel	Cost to Travel	
	Hale w/o Kitchen	Hale w/ Kitchen & TVA
1 - 14 days (up to 2 weeks)	NA	
15 - 21 days (3rd week)	\$419 - \$586	\$209 - \$293
22 - 28 days (4th week)	\$614 - \$781	\$307 - \$390
29 - 35 days (5th week)	\$809 - \$977	\$404 - \$488

Note: Amounts above may change due to a change in rate for room and board.

Instructions

Travel Request Process and Checklist

International Student

1. **Complete second page and make sure all blanks are filled in.**
2. Meet with your work supervisor or manager to discuss the vacation dates.
 - (a) Presenting this form to your supervisor does not mean approval from the exceptions committee.
 - (b) If your supervisor does not authorize you to travel, your travel request may not be approved.
3. **If travel is approved and your destination is outside of the U.S., if you are an International student, you must visit the International Services Office to sign your DS-2019 before departing.**
4. If your travel is approved, you must bring a copy of your flight itinerary prior to travel to confirm dates and destination approved by the Scholarships Coordinator.
5. If applicable, it is your responsibility to check the expiration dates of your passport, visa, and DS-2019.
6. Must resolve any outstanding medical co-pays and/or have a payment plan in place.

Domestic Student

1. **Complete second page and make sure all blanks are filled in.**
2. Meet with your work supervisor or manager to discuss the vacation dates.
 - a. Presenting this form to your supervisor does not mean approval from the exceptions committee.
 - b. If your supervisor does not authorize you to travel, your travel request may not be approved.
3. If your travel is approved, you must bring a copy of your flight itinerary prior to travel to confirm dates and destination approved by the Scholarships Coordinator.
4. Must resolve any outstanding medical co-pays and/or have a payment plan in place.



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Scholarships Vacation Travel Request Form

Legal Name: _____ BYUH ID: _____
Last Name First Name

Email Address: _____ Telephone: _____

Destination: _____ Travel dates: _____ to _____
City and Country Departure Date Return Date

of days traveling: _____ (Travel should not exceed more than 14 days, see travel policy)

_____ (initials) I have reviewed the travel policy, along with the process and checklist.

Please specify the reason for traveling (if you need more space, please attach a brief, typed letter)

International Student (please initial below)

- ___ Spoke to Work Supervisor/Manager
- ___ Visited ISS
- ___ Checked passport, Visa, DS2019 expiration dates
- ___ Resolved any outstanding medical balances/have a payment plan in place
- ___ Brought copy of itinerary

Domestic Student (please initial below)

- ___ Spoke to Work Supervisor/Manager
- ___ Resolved any outstanding medical balances/have a payment plan in place
- ___ Brought copy of itinerary

(For office use only)

Probation: Y N

Previous Travel: Y N

Exceptions Meeting Date: _____

Decision: Approved Denied Pending