



## Brigham Young University - Hawaii Financial Aid Office



### Travel/Vacation Policy

Whenever an IWORK 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 our IWORK students are fulfilling their responsibilities both at school and work the following process must take place in order for a student to travel.

### Process

All travel must first be approved by an IWORK counselor BEFORE tickets are purchased. Travel information and reasons for travel should be explained using the IWORK Request for Travel 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 and HR
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 IWORK students (PCC) have travel policies that do not allow for students to take more than two weeks off.
- IWORK 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 the IWORK committee. Any exceptions to the policy will also need to be reviewed and approved by the IWORK committee.**

The IWORK program will NOT pay for students 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.

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.



Financial Aid Office

## I-WORK Vacation Travel Request Form

### Travel Request Process and Checklist

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 IWORK exceptions committee.
  - (b) If your supervisor does not authorize you to travel, your travel request may not be approved.
3. **Attach your approved MAP (Major Academic Plan) to this request.**
4. **If travel is approved and your destination is outside of the U.S., you must go to the International Student Services Office to sign your DS-2019 before departing.**
5. If your travel is approved, you must bring your flight itinerary prior to travel to confirm dates and destination approved by the IWORK Program.
6. It is your responsibility to check the expiration dates of your passport, visa, and DS-2019.
7. Must resolve any outstanding medical co-pays and/or have a payment plan in place. \_\_\_\_\_ Signature by DMBA representative.

By signing below, I acknowledge that I meet all the requirements of the I-WORK travel policy and I understand my responsibilities within the travel request process.

---

Print Name

Signature

Date



Financial Aid Office

## I-WORK Vacation Travel Request Form

Legal Name: \_\_\_\_\_ BYUH ID: \_\_\_\_\_  
Last First

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.)

\_\_\_\_\_ (initial) I have reviewed the travel policy.

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

I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For PCC or BYUH Employer (Please check one of the following)**

When the student returns from the travel dates above, will the student job be intact or not intact? (Check one of the boxes below)

- Job intact
- Job NOT intact

Supervisor's Name (Print)	Supervisor's Signature (if applicable)	Date
---------------------------	--	------

PCC HR Signature (Matt): \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Family Contribution: \_\_\_\_\_ Exception Meeting Date: \_\_\_\_\_

Major: \_\_\_\_\_ IWORK Decision: (circle one)

Cumulative Credits earned: \_\_\_\_\_ **Approved** **Denied** **Pending**

Cumulative GPA: \_\_\_\_\_ Comments: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_\_

Probation? **Y** **N** **Met with Counselor on this date:** \_\_\_\_\_

Previous Travel? **Y** **N** **Financial Aid Counselor:** \_\_\_\_\_

Dates of Previous Travel: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_