**Study Away Form**

Northeastern State University



**Name**:

**Student ID**:

**Full legal name**:

(as appears on government ID, for booking airline tickets)

**Birth date** (MM/DD/YY):

**NSU email**:

**Home address** (street, city, zip):

**Phone**:

**Major**:

I understand that the total amount I owe for the August 2020 Oregon Shakespeare Trip is \_\_\_\_\_\_\_\_\_ (fill in total from page 4 below). Depending on my selections on the following worksheet, this trip fee includes air travel (optional), ground transportation, parking fees, gasoline, entrance to Crater Lake, lodging in a dormitory at Southern Oregon University (room assigned according to the option selected), six breakfasts at SOU (optional), seven play tickets, one backstage tour, and one session with actors at the Oregon Shakespeare Festival.

I understand that my completion of this form gives Northeastern State University permission to place a charge in the amount above on my NSU account.

\_\_\_ Yes \_\_\_\_ No

I will pay the deposits according to the following payment schedule: $300 due March 31; $300 due April 24; $372 due May 29; and the remainder, \_\_\_\_\_\_\_\_\_ (fill in from page 5 below), due June 20. All payments are non-refundable. I understand I must have the trip fully paid off by June 20, 2020.

If you agree to all of the statements above and have completed all five pages of the document, type your name to sign this Google Doc below, and then click the SHARE button and send Dr. Bledsoe an email (bledsoej@nsuok.edu) to notify her that you have completed the Study Away form. Alternatively, you can print, sign, and submit the form in hard copy to Dr. Bledsoe in BALA 280. Once the form has been submitted, NSU will charge the total amount above to your NSU account.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Type your name above to sign the agreement* Date

**Cost Worksheet**

Oregon Shakespeare Trip 2020

In the blanks provided below, please check each statement that reflects your plans for the trip. If you are uncertain about any of your selections, please ask Dr. Bledsoe before you submit your form. You may, however, change your selections later if you notify Dr. Bledsoe in time for reservations to be modified.

Base trip fee: $1869.50

* Play tickets, tour, session with actors: $375
* Lodging in SOU dorm: $279
* Additional travel expenses: $318

(ground transportation via rental vans, parking, gas, entrance to Crater Lake)

* Air travel from Tulsa, OK to Medford, OR: $897.50

The trip fee of $1,869.50 covers all travel expenses (air travel, ground transportation, miscellaneous travel expenses, entrance into Crater Lake National Park, lodging in a double room, and play tickets and other activities at the Oregon Shakespeare Festival). Note that the trip fee does not include food.

**Air transportation**

\_\_\_ I plan to fly roundtrip between Tulsa and Medford, Oregon, with the group. *Included in base trip fee.*

\_\_\_ I plan to arrange my own transportation to Ashland, Oregon. ***Deduct $897.50*** *from base trip fee.*

If you do not fly with the group, you will be responsible for your ground transportation from and to the airport in Medford. If you arrive before the group flight on Monday, August 3, then you could wait for the rest of us to arrive and ride in the vans to Ashland with us. As of Feb. 25, these are the flight details for the group travel (on Delta): To Medford, Mon., Aug. 3: Depart Tulsa at 5:50pm, connection in SLC, arrival in Medford at 11:21pm

From Medford, Sun. Aug. 9: Depart at 11:42am, connects in SEA and SLC, arrival in Tulsa at 12:21am
If you are not on the group flight, however, you need to have an alternative ground transportation method in mind since your flight could be delayed (and arrive after the rest of the group). Our dorms at Southern Oregon University in Ashland are 20 miles from the Medford airport. If you book your own flight, you will still be able to ride in the rental vans with the group around Ashland (from the dorms to the festival) as well as for the optional hiking trip to Crater Lake.

Initial to indicate your understanding (only if you opt out): \_\_\_\_

**Lodging**

We will be staying in McLoughlin Hall, a relatively new dormitory on the campus of Southern Oregon University. All rooms have air conditioning and single beds and are arranged in suites with a shared living room and kitchenette with a full-size refrigerator and microwave oven. You can view the configuration of the three room types here:<https://inside.sou.edu/housing/reshall/index.html#mcloughlin>

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Summary of room types and rates:

* Standard Double: $46.50. Total for trip: $279.00.
* Standard Single: $66.50. Total for trip: $399.00.
* Double as a Single: $76.50. Total for trip: $459.00.
* Super Single: $96.50. Total for trip: $579.00.

 \_\_\_ I would like to stay in a **double room** with a roommate. We will share a kitchenette and living room with two other people. *Included in base trip fee*.

 If you have a preference, you can request to share a room and/or a suite with certain people.

* If possible, I would like to share a room with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I will share a living room and kitchenette with three people, including my roommate. If possible, I would like to share a suite with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to two others).

\_\_\_ I would like to stay by myself in a **single room**. I will share a bathroom with another person staying in a single room. ***Add $120*** *to base trip fee.*

 If you have a preference, you can request to share a bathroom and/or a suite with certain people.

* If possible, I would like to share a bathroom with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* I will share a living room and kitchenette with three other people staying in single rooms. If possible, I would like to share a suite with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to three others).

\_\_\_ I would like to stay by myself in a **double as a single room**. In this arrangement, I will have my own bathroom and will have a double bedroom to myself. ***Add $180*** *to base trip fee.*

 If you have a preference, you can request to share a suite with certain people.

* I will share a living room and kitchenette with one or two other people staying in the adjoining double room. If possible, I would like to share a suite with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to two others).

\_\_\_ I would like to stay by myself in a **super single room**. I will have a private bathroom. ***Add $300*** *to base trip fee*.

If you have a preference, you can request to share the suite with a certain person.

* I will share a living room and kitchenette with one other person staying in a super single room. If possible, I would like to share a suite with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (up to two others).

**Food**

Some nights, I will organize optional group dinners. If you decide to attend, your food will be at your own expense. On other nights, you will be on your own for dinner. In your dorm room, you will have access to a refrigerator and microwave, and there is a grocery store nearby.

You may buy a meal ticket for six breakfasts in the Hawk Dining Commons, next door to McLoughlin Hall. Breakfast is served from 7:00 to 8:30 or 9:00 am. If you are a breakfast eater, the quality and quantity of the food makes this $8.50 breakfast the best food value you will find on this trip. If you choose not to eat breakfast in the cafeteria, you can buy food at a grocery store very near our dorm and keep it in the refrigerator in your dorm suite. A coffee shop is also nearby. As far as I know, however, no restaurants near our dorm serve breakfast.

\_\_\_ I do not want to buy a meal ticket for six breakfasts in the Hawk Dining Commons at Southern Oregon University. *No change in base trip fee*.

\_\_\_ I want to purchase a meal ticket for six breakfasts in the Hawk Dining Commons at Southern Oregon University. (6 breakfasts x $8.50 = $51). ***Add $51.00*** *to the base price of the trip.*

**Academic credit**

\_\_\_ I do not plan to enroll in the course for academic credit.

\_\_\_ I plan to enroll in the course for academic credit during the Second Half Summer Session. I plan to enroll in:

 \_\_\_ Undergraduate English (ENGL 4933, CRN 10318)

 \_\_\_ Undergraduate Humanities (HUM 4003, CRN 10320)

 \_\_\_ Undergraduate Theatre (THTR 4343)

 \_\_\_ Graduate English (ENGL 5633, CRN 10319)

Enrollment and tuition and fees for this class will be handled in the same way as for other NSU classes. Enrollment for Summer 2020 will begin in late March 2020. Tuition payment, if not covered by your financial aid or a scholarship, is due by the date indicated in the Summer 2020 schedule. **Tuition and fees are in addition to the cost of the trip; they are not included in the calculations in this document.**

**Scholarships**

The deadline for submitting scholarship applications and supporting materials is February 28. Scholarship applicants will receive an email announcing the winners of the scholarships. If you win a scholarship it may only apply to your tuition bill rather than your trip fee (depending on the restrictions on the scholarship funding source, which are still being determined); thus, it will reduce the amount you need to pay but not the total cost of the trip figured below under “Calculation of Your Total Cost.” If you receive an Oregon Driver’s Scholarship, $200 will be deducted from your total trip fee calculated below.

**Calculation of Your Total Cost**

This does not include tuition and fees for the course, which are billed separately from the trip.

Base trip fee: $1869.50

Amount to be **subtracted** from base trip fee: $\_\_\_\_\_\_\_

Amount to be **added** to base trip fee: $\_\_\_\_\_\_\_

Total to be **added** or **subtracted** from line 1 (base trip fee): $\_\_\_\_\_\_\_

**Your total trip fee** to be charged to your NSU account: $\_\_\_\_\_\_\_

*Please fill out the payment schedule on the following page.*

**Payment Schedule**

Oregon Shakespeare Trip 2020

* If you are unsure how to complete this payment schedule, ask Dr. Bledsoe to complete it for you.
* This form must be submitted along with the Study Away Form and the Costs Worksheet, which are the first four pages of this document.
* Keep a copy of this payment schedule for your records.
* If you are unable to make a payment deadline, please notify Dr. Bledsoe as soon as possible in advance of the deadline. She can modify your payment schedule if the schedule of payments for the trip will allow, but **you must pay the total cost of the trip by June 20, 2020**.
* The payment amounts listed below are minimums. You may pay more—or the entire cost of your trip—at any time.

Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account holder’s NSU identification number (if any): N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total cost to be charged to your account** (*copy amount from bottom of previous page*): $\_\_\_\_\_\_

**Deposit due by March 31, 2020** = $300

**Payment due by April 24, 2020** = $300

**Payment due by May 29, 2020** = $372

**Payment due by June 20, 2020** = $\_\_\_\_
*Calculate final payment by deducting $972 from your total cost.*

*If you are paying the base trip fee, the final payment amount will be $897.50.*

All payments are non-refundable.

**Methods of Payment**

You may make payments in any of the following ways:

1. Go to a Business Office cashier on any NSU campus. Pay by cash, check, or money order; credit and debit cards are not accepted. Make your check payable to NSU, and in the memo line write “Oregon Trip” followed by your NSU identification number.
2. At the “GoNSU” link on the NSU website, pay by wire transfer, credit card, or debit card. All transactions with cards other than the Higher One card will be assessed a 2.75% fee. To avoid transaction fees, pay by check.
3. Mail a check to Business Affairs, NSU-BA, 3100 E. New Orleans St., Broken Arrow, OK 74014. Make your check payable to NSU, and in the memo line write “Oregon Trip” followed by your NSU identification number.