STUDENT TRAVEL----PRE-APPROVAL FORM

This form must be completed and approved by the principal and the superintendent or the superintendent's designee (Board where appropriate) prior to starting any fund raising activities. A minimum advance of 30 days notice is expected. The longer and more expensive the trip, the more advance notice should be given.

School:	College Horizons	Date:	4-3-17
Sponsor's Name	Eric Cheever/Yolanda Benally	Organization	GEAR UP
Trip Destination:	Whitman College – Walla Walla, Washington		
Departure Date:	7-8-17	Return Date:	7-14-17
Purpose of the Trip:	College Horizons pre-college program		
How will this trip benefit students?	This will expose the student to an intensive academic program within a stimulating learning environment. The student will gain additional college experience preparing her for her collegiate career after high school.		
Number of students making the trip:	1	Number of Chaperones:	0
Trip Cost: approx. $	$550.00	Cost per student:	$550.00
Mode of travel:	Air Transportation	How will funds be raised	GEAR UP

Detailed Trip Itinerary must be attached.

The itinerary must outline specific activities, with dates and times

- [ ] **Local Field Trip**
  Requires principal approval
- [ ] **Extended Field Trip**
  Requires Principal/Superintendent or Superintendent's Designee Approval
- [X] **Unique Field Trip**
  Requires Principal/Superintendent's Designee/CCSD Board approval

Principal

I support the educational value of this trip and recommend approval by the Superintendent or Superintendent's Designee and the CCSD School Board.

Justification for support: College Preparation for student.

[signature] 03 Apr 2017

Principal's Signature Date

.....

[signature] 4/4/17

Superintendent or Superintendent's Designee Date

.....

CCSD Board Approval/Disapproval _____

Meeting Date

College Horizons Agenda

July 8th – Leave for Walla Walla, Washington – Whitman College

July 8th -13th – College Prep Academic Program

July 14th – Fly back To New Mexico

- Placement: We tried our best to accommodate 200 student requests and manage summer conflicts as well as balance out the cohort based on gender, geography, Tribal Nations, schools, etc., but not all students could be placed at their first-choice program.

3. Missing Information: None

For some students, we need additional information to complete your admission to the program. Please submit missing information as soon as possible by email or fax. Your acceptance is conditional upon receipt of missing info. If "none" is indicated above, then you are all set!

Fax missing items to: 888-722-5770 or scan and email to: homework@collegehorizons.o rg

4. Financial Aid: Based on the financial information you provided, you may have qualified for need-based aid or you owe a balance for the remaining tuition. A reminder that the total cost of tuition is $450.00 and at the time of application you made a $100.00 deposit toward the tuition. Unfortunately, we were not able to provide all families with financial assistance. We allocated $55,000 in financial aid for tuition/travel and prioritized aid to those demonstrating the greatest need.

Tuition Scholarship Awarded: $100.00 in CH Aid, Apply to the Office of Diné Youth
Balance You Owe: $250.00

- Payment is due by April 7 to confirm participation in the program. If an extension is needed for payment, please email Christine Suina at christine@collegehorizons.org
- We accept only checks/money orders (no payment by credit card or PayPal). Make payment payable to College Horizons. Any bounced check will result in a $10-25 fee depending on the bank fee charged to CH.
- The actual cost per pupil to attend CH is $2,000.00. Note that the $450.00 tuition covers expenses for: week long dormitory lodging, linens, 3 meals a day, ground transportation to/from airport, program materials, college campus facilities and staffing.

Flights are usually 500-600
$300.00?

Travel Scholarship for airfare only (not driving): $300.00

Total
$550

- Detailed information and instructions on booking airfare will be emailed to you once you have confirmed your participation in the program and submitted tuition payment/waivers.
- Travel scholarships range from $200-$600 and may not cover the full cost of the ticket. If the cost of the ticket is more than the award, the parent is responsible for paying the difference.
- Please do not book flights on your own – you must book with our CH Travel Agent! Students must arrive/depart within a travel window for our bus schedules to be coordinated and we need to be able to track all 200 flights through our travel agent.

Printed by: **Rosita Bitsilly**
Tuesday, April 04, 2017 7:53:26 AM

From: Yolanda Benally
copier@centralschools.org

Monday, April 03, 2017 3:20:19 PM

Subject: College Horizons

To: **Rosita Bitsilly**

Cc: Eric Cheever

Attachments: 3336_001.pdf / Uploaded File (128K)

Hi Rosita,

Attached is the travel pre-approval form for Kiana Poncho. Let me know if you have any questions.

Thank you,

Yolanda Benally
Gear Up, Coordinator
Shiprock High School & Tse'Bit'Ai Middle School
Central Consolidated School District

Contact Information:
benay@centralschools.org
Phone: 505-258-5874
Fax: 505-368-5796

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----- Original Message -----