



APPLICATION FORM GROUP TRAVEL

1. General information

Name of study association :
Address :
Contact person :
Phone number :
Email address :
Account number for grant :
In the name of :

2. Purpose of the trip & relevance

Where are you going? (place, country) :
When are you going there? (period of time) :
With which transportation are you travelling? :

Give a description that states which country you are going to and why this country was chosen. What is the relationship between the country/place with the study program?

How does this trip contribute to the academic development of students? What is the learning objective? Are preparatory meetings taking place? Do the participants have assignments?

3. The travel program

We would like to see an extensive travel program of the study trip. In order to prevent receiving too many different programs which would require a search for the information we need, we have created a format. We would like you to follow this classification as closely as possible. Here you can indicate which activity takes place and when, for example, morning, afternoon or evening. Finally, you indicate whether the agreements made are final or still in the discussion phase. We would like to see exactly what the activity entails in the explanation box.

Date:	Time: Time:	Activity: Activity:	Final or still in the discussion phase?
Explanation:			

4. The budget

We would like to see an overview of all anticipated income and expenses. Use an extensive balance sheet for this, a short list with a few costs will not be sufficient.

5. Academic guarantee

We would like to see proof of guarantee, written and signed by a teacher from the study program/faculty. We expect the following points:

- The academic importance of the trip
- If applicable: how many teachers will travel with you
- If applicable: the number of credits to be obtained

6. The participant list

We would like to see a numbered list of participants that is sorted alphabetically by surname. The following points must be included:

- Student number
- Student's first and last name
- Is the student entitled to a subsidy?
- Separate mention for the committee, the board and any academic staff (supervisors)

Use the following format for this:

	Student number	Name	Entitled to a subsidy? *
Travel committee / Board members			
1.			
2.			
3.			
Participants			
4.			
5.			
6.			
7.			
Optional: academic staff			
8.			

* General criteria for eligibility of subsidy

- The student is enrolled at Radboud University;
- Every student can apply once for a grant during their studies to participate in a group study trip;

- Students who organize the group study trip and students who are members of the board of the study association are eligible for an additional group travel subsidy.

If you have completed all these steps, send the requested documents to info@sofv.nl. SOFv will assess your application and approve or reject it if necessary. If you have any questions do not hesitate to contact us via info@sofv.nl.