## Form 2. Notification for an off-campus academic activity that does not involve an overnight stay

**This notification must be submitted to the dean at least two working days in advance of the activity taking place**.

**Sector**: Choose an item.

**Teacher**: Click here to enter text.

**Course number and section**: Click here to enter text.

**Course title**: Click here to enter text.

**Compulsory activity**: [ ]  **Optional activity**: [ ]

**Fee**: Click here to enter text.

**Fees are not permitted for compulsory activities unless the fee has been previously stated in the timetable.**

**Date of the activity**: Click here to enter a date.

**Time**: Click here to enter text.

**Expected number of participants**: Click here to enter text.

**Nature and location of the activity**:

Select the general category that best suits the activity and provide the specific details

Choose an item.

**Details** (name and address, as appropriate): Click here to enter text.

**Means of transportation**:

[ ]  Students will find their own way

[ ]  Rented bus (The procedures for the purchase of services must be followed.)