

Directed Independent Studies



This form is to be completed to process Directed Independent Studies payments through UFV Payroll. Please send the completed form to payroll@ufv.ca.

Requestor Information

Date: _____
Requestor Name: _____
Faculty/Dept.: _____ Local: _____
Semester: _____

Course & Instructor Information

Payments will be processed through Payroll for the below listed instructor (class and student details attached).
For the current Tuition/Credit rate, visit <http://www.ufv.ca/admissions/feeandpay/feespercredit/>

Course/CRN	Credits	# of Students	Instructor	Budget Code	Total Payment for Course
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Total

Authorization

Spending Authority Name: _____ (Dean's Office)
Signature: _____ Date: _____

Send the completed form to: payroll@ufv.ca

For questions regarding how to complete this form, please contact your Financial Analyst & Liaison.