

Fall Break October 2024 Junior Journey

Next Steps After the Showcase...

Trips and most prices will be online at the Junior Journey website below starting Friday, March 1st for you to review. Please carefully review the trip destinations, descriptions, prices, deposit deadlines and payment schedules issued during the showcase. Make sure you log online to review and discuss the trips and trip prices with your parent or guardian before you choose a trip at <https://www.flsouthern.edu/campus-offices/student-travel/home.aspx> Scroll down the page to see all trips being offered for Fall Break October 2024. Click "View all Trips" or choose the Region you want to travel and click on it (not all regions will offer trips) to review trip information.

For junior journey eligible students, there will be a two-day Priority Sign Up for Fall 2024 trips beginning on March 12th at 8:30 a.m. On March 12th and March 13th ONLY junior journey eligible students may log onto their student portal, click the travel tab at the top of the portal ribbon, complete a trip application in full, submit the application along with a passport that is valid six (6) months beyond the return date of the trip, their driver's license or govt. issued ID and health insurance card. **You must travel prior to graduating from Florida Southern College.** Only undergraduate students are eligible to travel.

All other students will have access to the Travel tab on the portal to apply for a trip beginning March 14th.

Note: You may only apply for one (1) trip. Take your time and please make sure you choose the correct trip from the drop-down box. If the trip is not in the drop-down box, it is full and not available. Your application will only populate to the trip you choose from the drop-down box. It will not populate to a selection that you have typed in the box. Choose another trip.

If you make a mistake and apply for the wrong trip you will need to send an email to juniorjourney@flsouthern.edu to request that application be canceled and reset. Be aware that all trips have limited space. It can take IT 24 hours before your application is reset for you to submit another application. Trips may fill up during that time.

Before you start your application

- Make sure you have **your Driver's License or govt. issued ID, health insurance card and a valid passport.**
- **Step 1**-go to the portal, click "Travel" at the top of the screen. (If you do not have the "Travel" tab, it is because you are not eligible to apply at that time). The travel tab will be visible to all students on March 14th.
- **Step 2**-begin and complete the application in full and upload all requested documents. Incomplete applications cannot be accepted so don't go in just to complete a partial application. When prompted, you must upload a government issued ID before your application is properly submitted. You must also upload a copy of your valid passport with an expiration date of 6 months beyond the return date of the trip.

Please **do not** upload an expired passport or any other notes. Important: only applications with a valid passport and other documents will be considered a full submission and will be placed on a preliminary trip list until trip space is filled. Upload a copy of the inside information page of the passport that has your photo, information, and signature.

- (If you do not have a valid Passport, you can still apply for a trip, however, that still does not give you priority trip status to get on the initial trip list until you bring a valid passport or receipt showing you have paid and applied for a passport. Note: In addition to passport submission, many factors are considered and will be verified before trip placement.)
- If you choose a trip that requires permission from the instructor, please make sure you email the Faculty member leading the trip as soon as possible prior to submitting your application. (Note: You may submit the Application but acceptance must be verified before you are placed on the trip list).

Look at your percentage of application completion, if it is not 100%, we cannot process it so make sure you finish it.

You must have had a Physical Examination within a year of trip departure. A Health Clearance for Student Travel form, which is a requirement to participate on a trip, must be submitted by July 1st. (**Note:** this form is available under the Travel tab.) We cannot access FSC records. You must send them to us.

Turning in Additional Documents, Receiving Clearance to make a deposit. *Trip Deposits are non-refundable*

Step 3- You must have clearance from the Office of Student Travel via email before you can deposit. If your application is approved, you will be notified by email from the Office of Student Travel with instructions on how to make a deposit. You are not guaranteed a spot on the trip until your deposit is received. Please make sure you are checking your “mocs” email. This is the email the Student Travel Office will use to communicate with you throughout this process.

Note: Although we will accept your application through the portal (and any required documents you have not previously uploaded or turned in) and we will issue you a clearance form to make a deposit - **you will not be on the initial trip list until the following has been completed:**

1. All documents turned in including a valid passport.
2. A ***non-refundable deposit of \$350*** for all trips, which is a part of the total trip cost. Deposits may be paid to the Student Accounts Office via, cash, credit, or debit after you receive the email that you are clear to make a deposit. (**You will receive a payment schedule of due dates for trip balances once you are confirmed on the trip list. You will be able to make the payments through the portal once your initial deposit has been cleared. Deposit due date is March 20th.)
3. Current GPA, financial, business, social standing and Junior Journey eligibility of each student is verified internally. Note: this will be verified a second time prior to departure.

Note: Trips that are oversubscribed (we have more applicants than spaces) will be based on the following: a valid passport in hand, total number of credit hours at FSC, cumulative G.P.A. and payment of deposit.

You will be notified by the faculty leading the trip if you are on the official trip list you submitted the application.

Important Note: All trips have limited space and can fill before the deposit deadline dates listed online so it is beneficial to pay your deposit as soon as you receive clearance from the Travel Office. If a trip fills, you will be placed on a waitlist and notified by the Office of Student Travel. Therefore, it is beneficial to have a second option in mind.

You will receive a payment schedule of due dates for trip balances once you are confirmed on the trip list.

If you have any questions, please reach out to the Office of Student Travel by calling 863-680-5063 or send an e-mail to juniorjourney@flsouthern.edu.