FLORIDA SOUTHERN
OFFICE OF STUDENT TRAVEL

Student Travel Checklist

- ☐ Signed and notarized *Express Assumption of Risk, Hold Harmless, and General Release* form
- ☐ Signed *Photo Release Form*
- ☐ Signed and Witnessed *Acknowledgment of and Contract for Minimum GPA* form
- ☐ Signed *Student Accountability Agreement**
- ☐ Immunization records from Student Health Center
- ☐ Additional Forms if applicable**
- ☐ Photocopy of Passport***

*If applicant is under 18 years of age, the contract must be signed by a legal parent or guardian and by a notary public.

**If applicant is a graduating senior or a non-FSC student, he/she must also turn in a *Non-Degree Seek Student Form*, obtainable through the Registrar's Office

***Passpost must be valid for a minimum of three months following the trip return date.

Office of Student Travel • 111 Lake Hollingsworth Drive • Lakeland, FL 33801• 863.616.6411 • fax 863.680.4102

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EXPRESS ASSUMPTION OF RISK, HOLD HARMLESS AND GENERAL RELEASE

Student travel programs are available at a number of higher education institutions across the United States. Most of these programs require prospective participants to agree to various legal and ethical standards that attempt to clarify the responsibilities of applicants and the limits of liability of the sponsoring institution. Therefore, you are asked to read and agree to the following as part of your application.

This is a release of legal rights.
Read and understand the entire document before you sign.
If not fully understood, seek the advice of an attorney prior to signing.

Name:	
Social Security Number	
Date of Birth	
Student Travel Trip	
Semester/Year	

By signing this document, I agree to the following:

Risk of Travel

- I understand that participation in the Florida Southern College Student Travel Program involves risks not found in study on the college campus. These include but are not limited to risks involved in traveling to, within, and returning from one or more international countries; foreign, political, legal, social, and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; and local weather conditions. I have made my own investigation and am willing to accept these risks.

Hold Harmless

- I understand that the College does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the travel program. I understand that the College is not responsible for any injury or loss which I may suffer as a result of my participation in the program, inlucding but not limited to any period of time when I might be traveling independently or not involved in program activities. I hereby release the College, its employees, agents, representatives, and any other individual or entity acting on its behalf from any injury, loss, damage, accident, delay, or expense arising out of any such matters.

Health and Safety

- I am aware of all applicable personal medical needs. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the travel program. I recongize that the College is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefore. If I require medical treatment or hospital care in a foreign country during the travel program, the College is not responsible for the cost or quality of such treatment or care.
- I understand that any medical requirements and/or restrictions placed on my participation in the program are determined by the country in which the program is held, rather than by the College. I do not hold the College responsible for these requirements and/or restrictions and agree to pay all expenses for any immunizations, services, etc., as required by said country in order to participate in the program.
- I acknowledge that I have disclosed any personal condition, medical or otherwise, that would impede my ability to complete the program or would jeopardize my safety, the safety of others, or the

continuation of the progam. Listed here are the conditions, if applicable:
_____
_____
_____
_____
_____

- The College may (but is not obligated to) take any actions it considers to be warranted under the circumstances regarding my health and safety. I agree to pay all expenses related thereto and release the College, its employees, agents, representatives, and any other individual or entity acting on its behalf from any liability for any actions.

Standard of Conduct

- I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use, and behavior. I recognize that behavior that violates those laws or standards could hard the College's relations with those countries and the institutions therein, as well as my own health and safety. I also understand that the College is not responsible for providing any assistance, legal or otherwise in dealing with the laws and standards for each country. I will become informed of, and abide by, all such laws and standards for each country to or through which I will travel during the program, and I accept any consequences or violations thereof.
- I agree to comply by the College's rules, standards, and instructions for student behavior. I waive and release all claims against the College that arise at a time when I am not under the direct supervision of the College or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions.
- I agree that the College has a right to enforce the standards of conduct described above, in its sole judgment, and that it will impose sanctions, up to and including expulsion from the program, for violating these standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the travel program or other participants.

Failure to Attend Program

- In the event I decide not to participate in the program at any time prior to departure and for whatever reason whatsoever, I will immediately notify the Trip Director and the Office of Student Travel of my withdrawal from the program. Also, in that event, I understand that I may not receive the return of any monies previously paid, including but not limited to, deposits I have made to reserve a spot in the program and payments I have made toward the cost of the trip, and I hereby accept all responsibility for the loss of any such monies paid.

Failure to complete program of study

- In the event I decide to return to the U.S. for any reason whatsoever before the term of the program has expired, I understand the following:
    - The host program or institution will decide what, if any, refund I will receive.
    - Should Florida Southern College not be the host institution, then Florida Southern will not be in any position to procure a refund for me.
    - I may not receive any academic credit.
    - The decision of what academic credit I do receive will be left to the institution actually providing instruction.
    - Should Florida Southern College not be the institution providing instruction, then Florida Southern will not be in any position to assign academic credit.

Maintaining Good Academic and Social Standing

- Students must have a **2.0 GPA** and be in good social and disciplinary standing at Florida Southern College **at the time of application and departure** and must maintain this standing throughout their participation in the program. Students not in good academic or student accountability standing prior to or at the time of departure will not be allowed to go and may forfeit some or all of the money already

FLORIDA SOUTHERN
OFFICE OF STUDENT TRAVEL

paid. Students must be eligible to live in campus housing at the time of application and departure. Students who do not maintain a 2.0 GPA in a non-FSC sponsored program will lose their status as "transient students," meaning that academic credit will not be transferable to Florida Southern.

Emergency Contact Information

- I hereby grant permission for the College to speak to my designated emergency contact regarding me and any issues, of any nature, which precipitate the need for such contact and specifically authorize the College to release to said emergency contact any and all medical or mental health information about me, including any information regarding any suspected drug or alcohol abuse issues.

Acknowledgment

- I acknowledge that I have had the opportunity to consult legal counsel in regard to this agreement, that I have read and understand this agreement, that I am fully aware of its legal effect, and that I have entered into it freely and voluntarily and based on my own judgment and not on any representations or promises other than those contained in this agreement.

WITNESS my hand and seal this ____day of _____, 20___.

_____
Student

SIGNED, SEALED AND DELIVERED in the presence of:

_____	_____
WITNESS SIGNATURE	WITNESS SIGNATURE
_____	_____
WITNESS NAME (Print or Type)	WITNESS NAME (Print or Type)
_____	_____
WITNESS ADDRESS	WITNESS ADDRESS
STATE OF _____	COUNTY OF _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, in the State and County aforesaid, _____, to me well known to be the person described in and who executed the foregoing Express Assumption of Risk, Hold Harmless and General Release, and he/she acknowledged before me and the witnesses whose signatures appear hereinabove that he/she read and fully understands its contents; that by this instrument _____, hereby released all claims against Florida Southern College and has agreed to hold harmless and indemnify Florida Southern College (as set forth hereinabove) and thereupon the said _____, duly executed this instrument in my presence as his/her free act and deed, and for the sole consideration therein expressed.

Sworn to and subscribed before me this_____day of_____, 20___ .

( ) Personally known to me, or
( ) Produced identification
Type of identification produced:

Notary Public, State of Florida

_____
Name of Notary

FLORIDA SOUTHERN
OFFICE OF STUDENT TRAVEL

Photo Release Form

I hereby grant permission to Florida Southern College to use my name and/or likeness in any photograph(s) or video in any official printed or electronic publications and in any and all other media whether now known or hereafter existing, in perpetuity, without consideration or compensation. I further acknowledge the College's right to crop or treat the photograph(s) or video at its discretion.

I also understand that if my image is posted on FSC's Web site, the image can be downloaded by any computer user on or off campus, and I hereby release and hold harmless Florida Southern College, its employees, agents, representatives, and any other individual or entity acting on its behalf from any claims arising out of the posting and downloading of my image.

Name (please print): _____

Date: _____

Signature: _____

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OFFICE OF STUDENT TRAVEL

Acknowledgement of & Contract for Minimum GPA

I, _____, recognize that the minimum acceptable cumulative grade point average for participation in any study abroad program is 2.0. I hereby acknowledge that I currently have at least a 2.0 GPA, and I hereby contract with **the Office of the Provost** that I will maintain at least a 2.0 GPA through the date I leave for the trip.

Should I not earn sufficient grades to maintain my cumulative grade point average to 2.0 by the date I leave for the trip, I hereby accept all responsibility for the loss of any money paid, including but not limited to, deposits I have made to reserve a spot in the program and payments I have made toward the cost of the trip.

I agree to the terms of this agreement and acknowledge that failure to maintain or earn a sufficient cumulative grade point average will result in the denial of permission to participate in the Student Travel Program.

Print Name _____

Signature _____

Witness _____

Witness _____

Date _____

FLORIDA SOUTHERN
OFFICE OF STUDENT TRAVEL

Student Accountability Contract

The Florida Southern College Student Travel program is committed to providing opportunities for engaged learning through academically excellent, affordable, and safe student travel experiences. As such, it is necessary for students to acknowledge their responsibilities in ensuring these goals are attained. This contract is designed as a reminder and commitment by the attending student of the expectations of Florida Southern.

All program participants are expected to conduct themselves in a mature and responsible manner. It is important to respect the culture and customs of the country in which you are a guest, remembering that by courteous conduct and positive attitudes you can be a good ambassador representing your native country. It is also important that everyone behave as cooperatively and as responsibly as possible to ensure the comfort and safety of our study group.

All program participants are bound by the tenets of The Cornerstone and the guidelines of the Student Handbook of Florida Southern College. In addition, students are bound by the laws of the country in which they are traveling. Generally disruptive or irresponsible actions including, but not limited to: failure to follow housing rules, failure to observe quiet hours, non-attendance of academic sessions or planned excursions, or failing to provide accurate information when necessary will result in the following actions:

First Offense: The student and the trip director will meet, discuss, and document the student's actions as well as the trip director's expectations of the student's future behavior. Both will sign the meeting notes.

Second Offense: Students will receive a written letter of reprimand and may be asked to report daily to one of the Student Travel faculty members or chaperones for a specified length of time. In addition, the trip director will call the Office of Student Travel and/or the student's guardians, if appropriate, to obtain their assistance in correcting the student's behavior and to inform the parents that the students will be expelled from the program after a next offense.

Third Offense: The third offense of non-compliance by the student at this point may result in immediate expulsion from the program and the student will be required to return home at his or her expense with no refund of any costs. Students reaching the third offense will be reported to the Office of Student Development at Florida Southern College for possible Student Accountability action.

Some behaviors are considered egregious enough to warrant immediate expulsion from the program. Students who commit such infractions will be expelled from the program, required to return home, at the student's expense with no refund of any costs. Examples of such behaviors include, but are not limited to:

- Theft, vandalism, or any other criminal behavior
- Abuse of alcohol and/or drugs
- Lewd or promiscuous conduct
- Sexual harassment

Students must abide by all FSC policies while traveling. Appropriate student accountability measures for any misconduct or FSC policy violations may be addressed by the Office of Student Development upon return to campus.

NOTE: Any student expelled from a Florida Southern College Student Travel program must bear any costs associated with a required return home and may not participate in any future Florida Southern College Student Travel program.

FLORIDA SOUTHERN
OFFICE OF STUDENT TRAVEL

I, (print name) _____, agree to the terms and expectations of this Student Travel Responsibilities Contract.

_____ _____
Signature of Student Date

Students who will not be 18 years of age at the time of trip departure are required to have their legal guardian also sign this contract and acknowledge the expectations of a student in the Florida Southern College Student Travel program.

I/We acknowledge that _____ (student's name), is responsible to the expectations listed in this contract and that if s/he is expelled from the program that s/he will be sent home at her/his expense and that there will be no refunds of any costs.

_____ _____
Signature of parent or legal guardian Date

_____ _____
Printed Name Relationship

(_____) _____-_____ (_____) _____-_____ (_____) _____-_____
Work Phone Number Home Phone Number Cell Phone Number

_____
E-mail Address