

WOODBURY UNIVERSITY GUIDELINES FOR STUDENT TRAVEL

The following are basic guidelines that apply to any University-related student travel. Students are required to read and sign this form prior to travelling. Additional, program-specific guidelines provided by the trip coordinator may also apply.

ATTENDANCE

Students participating in any off-campus activities are expected to attend all scheduled events. A student is required to reimburse the University for fees and/or expenses should he or she fail to attend events as scheduled.

LODGING

In the event that activities outside of class require an overnight stay, students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. A student is responsible for any damages or any expenses (phone calls, room service, etc.) incurred beyond the cost of lodging.

TRANSPORTATION

When taking students on trips, it is the University's recommendation to provide transportation so all students are in one place and driven by a trusted driver. Students driving other students in prearranged carpools must sign and abide by the Student Driver Safety Regulations and Agreement Form. A copy of the student's driver's license must be attached to the form. Only a Woodbury University staff or faculty member is permitted to drive a vehicle rented by the University.

HEALTH INSURANCE

Woodbury University requires that all students have medical insurance. Students may not take part in an off-campus activity if they have not purchased insurance or filed proof of insurance. Please contact the Health Services Office if you have questions about insurance.

ALCOHOL AND CONTROLLED SUBSTANCES

Students are expected to obey local, state, and federal laws regarding the use of alcohol and controlled substances. Additionally, students are expected to conform to policies of the University as well as the event itself.

CONDUCT

Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the Code of Student Conduct. Students who exhibit inappropriate behavior may be required to return to the University prematurely and at their own expense. In addition, inappropriate behavior will be addressed through the University's conduct process.

STUDENTS WITH DISABILITIES

Woodbury University is strongly committed to accommodating students with disabilities. Any student who anticipates needing accommodations while travelling should provide appropriate documentation to the Assistant Dean for Academic Support in the Office of Student Development (see Policy and Procedures for Accommodating Students with Special Needs in the Student Handbook) as early as possible, as accommodations may take time to arrange. The University is unable to make accommodations that are unduly burdensome or fundamentally alter the nature of the program.

LIABILITY RELEASE & INDEMNIFICATION and STUDENT MEDICAL INFORMATION AND RELEASE FORM

Students must sign and submit the Liability Release & Indemnification and Student Medical Information and Release Form for any activity that involves risk (e.g. skiing, construction, white water rafting, backpacking, etc.) and/or overnight trips. It is the student's responsibility to insure that any necessary medications are available to him/her when needed.

I have read, understand, and agree to comply with the guidelines listed above.

Student Name (please print)

Student Signature Date

Date