Harper College

Travel Release Waiver of Liability 2025-2026

Harper College believes that participation in organized, off-campus activities by its students can be an important part of their learning experience. However, off-campus activities may involve certain risks, both to the participating students and to the College. In order to participate, each student must carefully read, complete, and sign this Travel Information, and accompanying Traveler's Waiver of Liability, Release of Claims and Other Agreements Relating to Travel Event.

- To participate, students must sign and submit waiver to the trip sponsor.
- Students requesting accommodations for transportation must make their request to Access and Disability Services at least two weeks before the date of travel. Access and Disability Services will work with the requesting student and his or her instructor to coordinate travel accommodations.
- The originals of these forms as completed by students should be delivered by the trip sponsor to the appropriate Office prior to the date of the event.
- The Harper staff member who will accompany students on the travel event should be provided with a copy of each student's completed forms to bring and have on hand during the trip.
- Completed waivers are required to be forwarded to the Clery Compliance Coordinator, Harper College Police Department by submitting electronically using the "completed Travel Waivers to be uploaded" tab within two weeks before the trip takes place.

Is it advisable that students carry a health insurance card at all times. Prior to this trip, the student has been advised to obtain insurance either through the student insurance program or through a private individual insurance carrier.

(Please print clearly.)

Student Name _____ Harper ID#_____

Club/Organization/Group/Class Name _____ Title of Trip/Event _____

Date(s) of Event _____ Time of Event _____

Destination/Location _____ Mode of Transportation _____

Hotel Name (if applicable) _____ Destination Telephone _____

Lead Harper Staff Member going on this trip _____

CSA training completed: ☐ Yes, completion date: _____ ☐ No

If permission is given by Trip Sponsor and the student uses his/her own transportation or any other mode of transportation to this event, neither Harper College nor its representatives will be responsible for any damages which might arise in relation to transportation.

TRAVELER EXPECTATIONS AND INSTRUCTIONS

My signature upon this form confirms that I understand I am expected and have been instructed by the Lead Harper Staff Member, as follows.

a) With the understanding that Harper College has approved selection of the Lead Harper Staff member, students are expected to follow instructions given by this individual.
b) Students must remember at all times that they are representing Harper College. They are expected to behave with decorum, upholding and maintaining Harper's reputation of excellence through admirable behavior and respecting other students and hotel guests.
c) If the college is paying for travel expenses, students are expected to participate in all seminars, lectures, presentations, or any other happenings for which the purpose of the event or excursion is intended. Failure to do so could subject the student to disciplinary measures as determined appropriate by the Lead Harper Staff Member.
d) Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the Lead Harper Staff Member) approved by the Trip sponsor. An unexcused absence could result in the student reimbursing Harper College for his/her/their cost of the trip.
e) Upon arriving at the destination, students are not allowed to leave the premises without prior clearance from the Lead Harper Staff Member.
f) When traveling as part of a Harper excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without first obtaining advisor approval.
g) All public laws and ordinances will be obeyed, including traffic regulations.
h) All pertinent rules and regulations of Harper College will be obeyed, including prohibitions of possession, use, or transporting of drugs or alcohol regardless of student age. If any local or federal law is broken, it is recommended that the advisor contact local authorities.

Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a student to be sent home immediately from the event or excursion at the student's own expense. The action may be reviewed and, depending upon the severity of the offense, the student may be removed from office or membership.

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STUDENT'S EMERGENCY CONTACT INFORMATION:

Name:_____ Relationship to student: _____

Phone Number: _____ Address: _____

OPTIONAL HEALTH INFORMATION:

Allergies or history of allergic reaction to Food _____ Medicine _____ Other _____

Have you any chronic medical condition for which we should be aware? _____ Yes _____ No If Yes, describe: _____

Are you currently taking any prescribed medicine? _____ Yes _____ No

Any special instructions regarding medication you are taking? _____ Yes _____ No If Yes, describe: _____

OPTIONAL INSURANCE INFORMATION

Name of Insurance Company: _____ Name of Policy: _____ Policy # _____

To be completed and signed by participating student and, if under 18 years of age, his/her parent or legal guardian, only after carefully reading, considering and understanding the following:

I, (*student's name printed*) _____, request to participate in the planned trip (the "Event") described on the reverse side of this form and, and in consideration of being permitted to participate in the Event, I hereby represent and agree as follows:

I understand and acknowledge that participation in the Event entails certain risks of physical injury, including risks involved in traveling, and being fully aware of the risks and hazards connected with participating I hereby voluntarily elect to participate in the Event and agree to assume the full risk of any injuries, damages or loss which I may sustain as a result of participating in any and all activities during or associated with the Event, whether undertaken as part of a group or as an individual. I agree to waive and relinquish all claims I may have as a result of the Event against Harper College, its Board of Trustees, officers, representatives, agents, servants, and employees. It is my express intent that this Release bind my heirs, assigns, and personal representatives.

I understand and agree that if I decline to use transportation which the College provides for the Event and instead arrange my own personal transportation, the College will not be responsible for and I assume the full risk of any injuries, damage or loss I may sustain in the course of traveling to, from or during the Event.

In the event of any emergency, I authorize Harper College officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, and I agree that I will be responsible for payment of any and all medical services rendered. I understand that it is advisable that I have my insurance information with me and available at all times while I participate in the Event.

I acknowledge that during my participation in this Event, my actions and decisions reflect not only on me but also on the sponsoring department and Harper College. I understand that my behavior is subject to the Student Code of Conduct as this is a Harper College event. I agree to follow reasonable instructions from the College's designated employee(s) responsible for the Event, and to act in accordance with the behavioral guidelines in the Student Code of Conduct. I understand that if I fail to do so, I may be required to leave the Event at my own expense, and a student conduct referral may be made.

This waiver of liability and release of claims represents my complete understanding with the College concerning its responsibility and liability for my participation in the Event. It supersedes any previous understandings I may have had with the College on this subject, whether written or oral, and cannot be changed or amended in any way without the College's written concurrence.

By signing below, I agree to all of the terms above.

Student Signature _____ **Date** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Cell Phone Number _____ **Date of Birth** _____

STUDENTS UNDER THE AGE OF 18 YEARS OLD MUST ALSO HAVE A PARENT OR GUARDIAN SIGN THIS FORM.

Parent or Guardian Signature _____

Parent or Guardian Name *(please print)* _____