

**OFFICE OF STUDENT INVOLVEMENT
TRAVEL RELEASE WAIVER FOR CLUBS & ORGANIZATIONS**

****This form MUST be fully completed & submitted to the Office of Student Involvement, a minimum of 2 weeks prior to the event. It is advisable that students carry a health insurance card at all times. ****

(Please print clearly.)

Student Name _____ Harper ID# _____

This waiver of liability has been signed only after understanding and considering the following:

Club/Organization Name Honors Society/ Phi Theta Kappa Title of Trip/Event Varies

Date(s) of Event Varies Time of Event Varies

Destination/Location Varies Mode of Transportation To be determined

Hotel (if any) Not applicable

Destination Telephone Varies

Name the advisor(s) going on this trip To be determined

If permission is given by Student Involvement 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 advisor(s), as follows.

- a) With the understanding that Harper College has approved selection of the faculty advisor, students are expected to follow instructions given by the advisor(s).
- 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 faculty advisor or Director of Student Involvement.
- d) Once a student commits to attending an event or excursion, they can withdraw only with a reasonable excuse (at the discretion of the advisor) approved by the faculty advisor. An unexcused absence could result in the student reimbursing Harper College for his/her cost of the trip.
- e) Upon arriving at the destination, students are not allowed to leave the premises without prior clearance from the faculty advisor.
- 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.

(CONTINUED ON BACK)

Insurance: 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.

IN CASE OF EMERGENCY, CONTACT:

Name _____ Have you any chronic medical condition for which we should be aware? Yes No

Address _____ If yes, please describe: _____

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

Relationship to Student _____

ADDITIONAL HEALTH INFORMATION Any special instructions regarding medication you are taking?
Yes No
Please describe: _____

Allergies or history of allergic reaction to: _____ Name of Insurance Company/Policy: _____
 Foods: _____
 Medicine: _____ Policy #: _____
 Other: _____

WAIVER OF LIABILITY

I request that I, [student's name printed:] _____ be allowed to participate in the planned trip and specifically consent to my participation.

As a participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I 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 with or associated with the event whether undertaken as a group or 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.

I do hereby release and discharge Harper College, its Board of Trustees, officers, agents, servants, and employees from any and all claims resulting from injuries, damage or loss which I may have or which may accrue to me on account of participation in this event. I further agree to indemnify and hold harmless and defend Harper College, its Board of Trustees, officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me and arising out of, connected with, or in any way associated with the activities of 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.

As a representative of Harper College, I will engage in behavior which is mature and responsible.

Student Signature _____ Date _____

Address _____ City _____ State _____ Zip _____

Cell Number _____ Date of Birth _____

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

Parent or Guardian Signature (if a minor) _____

Parent or Guardian Name (please print) _____

PLEASE NOTE: Disabled students with special transportation needs should submit written notification to the advisor of the trip if special accommodations are necessary.

original goes on the trip with the advisor one copy to the student one copy to the Office of Student Involvement, A336