

**MCLENNAN COMMUNITY COLLEGE
STUDENT TRAVEL AGREEMENT CONTRACT**

Name of Student: _____

Trip/Conference/Convention: _____

Cell Phone Number: _____

Emergency Contact: _____ Phone Number: _____

I understand that prior to the trip; I must complete a liability form online. If this is not completed, I understand that I will not be allowed to attend the trip.

I understand that I must notify my instructors prior to departing and must make arrangements to make-up exams and submit assignments early before leaving.

I understand that if an instructor does not allow me to make-up an assignment or exam, I must notify my organization advisor or coordinator of the trip and inform them that I am not able to participate. This must be done at least one week prior to the trip.

I understand that if I fail to notify the coordinator of the trip or the advisor at least one week prior to the trip, I may be responsible for fees such as registration fees, hotel accommodations and transportation costs.

I understand that I will not be permitted to possess or consume alcoholic beverages (even if I am of age) or illegal drugs while on and MCC sponsored/sanctioned trip. (All activities done as an MCC student organization are considered MCC sponsored/sanctioned).

I understand that I must represent myself in accordance to the policies outlined in the Highlander Guide.

I understand that the college will not provide me with special accommodations unless required by the American with Disabilities Act (ADA).

I understand that we must be fiscally responsible and that may require more than two students (non co-ed) sharing hotel accommodations.

I understand that it is my responsibility to arrange transportation to and from the designated departure location.

I understand that it is my responsibility to arrive at the departure location and other designated locations as scheduled.

I understand that I must inform the coordinator of the trip or the advisor if I intend to leave my personal vehicle at the departure location; and I understand that the college is not liable or responsible for any

stolen property or vandalism that may occur to my personal vehicle if left at the departure location.

I understand that the advisor or coordinator of the trip is the college official in charge during the duration of the trip.

I understand that I must follow the instruction and direction of the advisor or coordinator of the trip at all times.

I understand that I need to bring money to cover expenses not included in the registration fee, hotel accommodations, food and transportation arrangements.

I understand that I am required to participate in the officially sanctioned conference / convention / meeting activities.

For safety purposes, I understand that I must inform the advisor or coordinator of the trip of my whereabouts during leisure time.

I understand that any behavior deemed inappropriate by the advisor or coordinator of the trip and in violation of the Code of Conduct will result in my dismissal from the trip. I will also be responsible for securing my transportation home at my own expense.

I understand the terms of this contract and will comply. Failure to do so may result in disciplinary action.

Printed Name

Signature

Date