**STUDENT ENGAGEMENT**

**TRAVEL RELEASE WAIVER FOR STUDENT CLUB EXCURSION**

**\*\*This form MUST be fully completed & submitted to the Student Engagement Manager,**

**prior to leaving Harper’s campus. It is advisable that students and their guests carry a**

**health insurance card at all times. \*\***

*(Please print clearly.)*

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Harper ID#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***I have been granted permission by Student Engagement to utilize my 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. Additionally, neither Harper College nor its representatives are responsible for any costs associated with transportation costs outside of the provided mode of transportation.***

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

**Title of Trip/Event\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time of Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Destination/Location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mode of Transportation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name the advisor(s) going on this trip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.**

1. With the understanding that Harper College has approved selection of the faculty advisor, students are expected to follow instructions given by the advisor(s).
2. Students and guests 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.
3. 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 Manager of Student Engagement.
4. Once a student and guest 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/their cost of the trip.
5. Upon arriving at the destination, students and guests are not allowed to leave the premises without prior clearance from the faculty advisor.
6. 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.
7. All public laws and ordinances will be obeyed, including traffic regulations.
8. 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 or guests 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 or guest 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.

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 (optional):** | | | |
| **Foods:** | | |  | | |  | |  | | | |
| **Medicine:** | | |  | | | | |  | **Policy #:** |  | |
| **Other:** | | |  | | | | |  |  | | |

WAIVER OF LIABILITY

**I request that I,** *[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, illness, 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, illness, 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, illness, 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/Guest 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)*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_