

**PLEASE CONFIRM BEFORE COMPLETING THIS FORM!**  
**ARE YOU A STUDENT REGISTERING FOR ACADEMIC CREDIT?**  
**IF SO, DO NOT USE THIS FORM FOR PARTICIPATION**

Students registering for academic credit complete the “Student Participant Agreement Form” found here: <https://www.andrews.edu/administration/cao/study-tour-approval>

## Overnight Trip/Tour Non-Student Participant Agreement

**Overnight trip forms found here:**<https://www.andrews.edu/administration/cao/study-tour-approval/>

- 1) Non-student participant completes Section 1: Non-Student Participant Information
- 2) Trip/Tour leader completes Section 2: Basic Overnight Trip/Tour Details
- 3) Trip/Tour leader completes Section 3: Breakdown of Overnight Trip/Tour Participant Costs
- 4) Non-student participant completes Section 4: Important Agreements
- 5) Non-student participant (and guardian if under 18 years old) completes Section 5: Non-Student Participant Signature(s)
- 6) Non-student participant returns completed/signed form to trip/tour leader
- 7) Trip/Tour leader keeps individual participant forms for their records for a minimum of three years

### Section 1 – Non-Student Participant Information (Legal name only. Name must match passport.)

**NON-STUDENT PARTICIPANT COMPLETES THIS SECTION – PLEASE REVIEW ALL INFORMATION AND NOTES**

**Please list legal names (no nicknames or preferred names). The name must match the passport.**

|                            |  |                          |                          |   |
|----------------------------|--|--------------------------|--------------------------|---|
| First Name                 |  |                          |                          |   |
| Middle Name                |  |                          |                          |   |
| Last Name                  |  |                          |                          |   |
| Cell Phone Number          |  |                          |                          |   |
| Do You Have Any Allergies? | <input type="checkbox"/> No                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Choose not to disclose |
|                            | Yes (if yes, please list allergies in the box below) |                          |                          |   |
|                            |  |                          |                          |   |

|   |  |  |  |  |
|---|--|--|--|--|
| Emergency Contact Name<br>(First, Last)                       |  |  |  |  |
| Emergency Contact Number<br>(full number including area code) |  |  |  |  |

**Participants must have valid passports and visa documentation. Copies will need to be provided to the trip/tour director. For additional information on visa requirements, visit [www.travel.state.gov](http://www.travel.state.gov).**

**A visa may be required based on tour locations and the passport you hold. Please consult with the tour leader regarding travel locations.**

|  |  |                  |  |
|--|--|------------------|--|
| Passport Expiration Date<br>(mm/dd/yyyy) |  | Passport Country |  |
|--|--|------------------|--|

**Section 2 – Basic Overnight Trip/Tour Details****TRIP/TOUR DIRECTOR COMPLETES THIS SECTION FOR NON-STUDENT REVIEW AND ACCEPTANCE**

|                                 |  |                          |              |
|---------------------------------|--|--------------------------|--------------|
| Trip/Tour Name                  |  | Trip/Tour Dates          |              |
| Trip/Tour Director Name         |  | Trip/Tour Director Email |              |
| Trip/Tour Sponsoring Department |  |                          |              |
| Trip/Tour Type (check one box)  |  | Academic                 | Non-Academic |

**Section 3 – Breakdown of Overnight Trip/Tour Participant Costs****TRIP/TOUR DIRECTOR COMPLETES THIS SECTION FOR NON-STUDENT REVIEW AND ACCEPTANCE**

|                                 |    |
|---------------------------------|----|
| Participant Cost **             | \$ |
| Deposit Amount (non-refundable) | \$ |
| Deposit Deadline                |    |
| Final Payment Deadline          |    |
| Trip/Tour Deposit Name          |    |

**Section 4 – Important Agreements****NON-STUDENT PARTICIPANT REVIEWS THIS SECTION AND INITIALS EACH ITEM TO INDICATE ACCEPTANCE**

|  |
|--|
| 1) I agree to uphold the Andrews University code of conduct:<br><a href="https://bulletin.andrews.edu/content.php?catoid=23&amp;navoid=5453#code">https://bulletin.andrews.edu/content.php?catoid=23&amp;navoid=5453#code</a> .  |
| 2) I agree to participate in orientation and all required activities related to the tour/trip  |
| 3) **I commit to participating in this trip/tour and paying the total cost. Participant costs include airfare (if applicable), lodging, entrance fees, and group meals. Additional costs, including outside of specified meals and optional activities (cost subject to change), are also the responsibility of the participant. |
| 4) Participants must contact tour leader to confirm payment status before trip/tour departure.   |
| 5) By signing up for this tour, I acknowledge the level of physical activity noted by the trip/tour leader (i.e. moderate activity, walking, standing, climbing) noted by the trip/tour leader and confirm that I am capable of performing these activities.   |
| 6) I understand that if I cancel my participation, I am responsible for up to the entire trip/tour cost.   |

**Section 5 – Non-Student Participant Signature(s)**

|   |      |
|---|------|
| 1   | 1a   |
| Non-Student Participant Signature               | Date |
| Parent/Guardian Signature (if under 18 yrs old) |      |
| Date  |      |

Tour Directors will keep individual participant forms for their records for a minimum of three years.