

Overnight Trip/Tour Student Participant Agreement Form

Section 1 – Basic Overnight Trip/Tour Details

TRIP/TOUR DIRECTOR COMPLETES THIS SECTION FOR 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)	<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic
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ACADEMIC: List all course details and credits offered. Student checkmarks the courses they will take.

Course # - Section	Course Title	# of Credits	✓

Enter Total Credits Student Will Register For (<https://vault.andrews.edu/registration/central>):

Section 2 – Breakdown of Overnight Trip/Tour Participant Costs

TRIP/TOUR DIRECTOR COMPLETES THIS SECTION FOR STUDENT REVIEW AND ACCEPTANCE

Participant Cost (covered by combination of tuition and/or trip fees) **	\$
Additional General Fee (if applicable)	\$
Deposit Amount (non-refundable)	\$
Deposit Deadline	
Trip/Tour Deposit Name <i>(should correspond to Student Financial Services deposit account name used in Touchnet payment system)</i>	

Section 3 – Student Information (Legal name only. Name must match passport.)

STUDENT 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			
AU ID Number			
Major/Program of Study		Anticipated Graduation Term	

Have you spoken to your academic advisor about tour/trip course credits?	Yes	<input type="checkbox"/>	No
Are the trip/tour credits required for your degree?	Yes	<input type="checkbox"/>	No

Participants must have valid passports and visa documentation. Copies will need to be provided to the trip/tour director. International students should speak with the AU International Student Services office (www.andrews.edu/services/international) with visa and I-20 status questions. For additional information on visa requirements, visit www.travel.state.gov.

Passport Country		Passport Expiration Date (mm/dd/yyyy)	
Travel Visa Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
For International Students: F-1 Visa Expiration Date (mm/dd/yyyy)			
For International Students: Active I-20?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4 – Important Agreements

STUDENT REVIEWS THIS SECTION AND INITIALS EACH ITEM TO INDICATE ACCEPTANCE

	1) I confirm that my student conduct status is in good standing and agree to uphold the student code of conduct: https://bulletin.andrews.edu/content.php?catoid=23&navoid=5435 .
	2) I confirm that I am in good academic standing.
	3) I agree to participate in all required academic, social, and spiritual activities before and during the trip/tour and acknowledge that failure to do so will affect my grade for academic trip/tour taken for credit.
	4) I commit to participating in this trip/tour and paying the total cost, regardless of whether I receive academic credit. Participant costs include tuition (and the academic/educational costs associated with generating those credits), airfare (if applicable), lodging, entrance fees and meals. All other costs including unlisted meals, miscellaneous items, currency fluctuations and sudden price increases are the responsibility of the participant.
	5) Participants must work with the Andrews University Student Financial Services (SFS) office for confirmation of full financial clearance before trip/tour departure.
	6) I understand that if I cancel my participation, I am responsible for up to the entire trip/tour cost. I authorize Andrews University to charge me accordingly.

Section 5 – Student Signature(s)

1 _____	_____	1a _____	_____
Student Signature	Date	Parent/Guardian Signature (if under 18 yrs old)	Date

Section 6 – Checkpoints

All student participants must contact Student Financial Services (SFS) for an initial pre-clearance check. This signature acknowledges that the student met with SFS but does not confirm full financial clearance at the time of signature. The student will need to ensure full financial clearance before trip/tour departure.

2 _____	_____
SFS Pre-Clearance Signature	Date

International students with F-1 visa and I-20 status will need to obtain approval signature from the AU International Student Services Office (iss@andrews.edu) before returning the completed form to the trip/tour director.

3 _____	_____
Int'l Student Services Signature	Date

Trip/Tour Directors will keep individual participant forms for their records and send a compiled participant list to Academic Records (academicrecords@andrews.edu) and Student Life (slife@andrews.edu) for review.