

# Overnight Trip/Tour Student Participant Agreement Form

## Purpose of Form

The Overnight Trip/Tour Student Participant Agreement Form outlines student information, acknowledgement of overnight trip/tour details, applicable course/credits, trip expenses, non-refundable costs, and conduct expectations.

## Instructions

This form is required for all students participating in overnight trips or tours organized by Andrews University. Please read through these detailed instructions carefully and follow each step to ensure your form is completed correctly and all necessary approvals are obtained.

### Section 1 – Basic Overnight Trip/Tour Details

*Trip/Tour Director Completes – Student Reviews and Accepts:*

1. Enter **basic trip/tour information**: name, dates, director contact, and sponsoring department.
2. Check one box to indicate **whether the trip/tour is Academic or Non-Academic**.
3. For **Academic trip/tour**:
  - a. **List details for all course offerings** (subject, number, section)
  - b. **List credits associated with each course**
  - c. Have **students checkmark which trip/tour courses they will register** for
  - d. Enter **total number of trip/tour credits the student will** take.
    - i. *Please note: Students will need to register for courses through Andrews University “Registration Central” at <https://vault.andrews.edu/registration/central>.*

### Section 2 – Breakdown of Overnight Trip/Tour Participant Costs

*Trip/Tour Director Completes – Student Reviews and Accepts:* The director will complete this section, but it is the student’s responsibility to carefully review all costs, understand what is included (and what is not), and ensure they can meet the financial obligations before signing the agreement. Students must meet with the Student Financial Services team to receive pre-clearance and discuss financial clearance deadlines. This section provides the:

1. **Participant costs**
2. **General fees**
3. **Non-refundable deposit amount and deadline**
4. **TouchNet deposit information**

### Section 3 – Student Information

*Student Completes This Section:*

1. Enter **complete legal name** (first, middle, last) exactly as it appears on your passport.
2. Enter your **Andrews University student identification (ID)** number.
3. Enter current **major/program of study**. For example, “Bachelor of Science in Nursing,” or “Master of Business Administration.”
4. Enter **anticipated graduation term** for your major/program (for example, “Spring 2028”).

## Section 3 – Student Information (continued)

*Student Completes This Section:*

5. Confirm that you have **consulted with your academic advisor** about trip/tour credits.
6. Confirm **if the trip/tour credits offered are required** for your degree.
7. Enter the name of the **country that issued your passport** and **date the passport expires**.
8. Indicate whether you will need to obtain a **travel visa for the trip/tour destination**. If you're unsure, visit [www.travel.state.gov](http://www.travel.state.gov) for information about visa requirements and consult with the trip/tour director.
9. **International students** must contact the Andrews University International Student Services team ([www.andrews.edu/services/international](http://www.andrews.edu/services/international)) to **confirm F-1 visa and I-20 status**.

## Section 4 – Important Agreements

*Student Reviews and Initials to Indicate Acceptance:* This section contains the agreements and commitments the student is making by participating in this trip/tour.

1. **Agreement 1:** Student Code of Conduct
2. **Agreement 2:** Academic Standing
3. **Agreement 3:** Participation in Required Activities
4. **Agreement 4:** Commitment to Full Participation and Payment
5. **Agreement 5:** Student Financial Clearance Before Trip/Tour Departure
6. **Agreement 6:** Cancellation and Financial Responsibility

## Section 5 – Student Signatures

*Student Obtains Required Signatures:* This section requires multiple signatures from different parties. Students must obtain these signatures to ensure proper approval. International students will also need to obtain signature from the Andrews University International Student Services office.

1. **Signature 1:** Student Signature and Date Signed
2. **Signature 1a:** Parent/Guardian Signatures & Date Signed (if student is under 18 years of age)

## Section 6 – Checkpoints

*Student Obtains Required Signatures:*

- **Signature 2: Student Financial Services (SFS) pre-clearance checks** must be completed by all student participants by contacting SFS for an initial review of student accounts. This step does not guarantee financial clearance. The student will still be responsible for ensuring full financial clearance before trip/tour departure.
- **[International Students Only] Signature 3: International Students with F-1 visa and I-20 status** will need to obtain approval signature from the Andrews University International Student Services Office ([iss@andrews.edu](mailto:iss@andrews.edu)) before returning completed form to trip/tour director

*Student Returns completed form to the trip/tour director.*

- **Trip/Tour director to keep individual participant forms for their records and email a compiled participant list to administrative offices for review of Academic Standing and Student Conduct records.**
  - Academic Standing (email compiled participant list to [academicrecords@andrews.edu](mailto:academicrecords@andrews.edu))
  - Student Conduct (email compiled participant list to [slife@andrews.edu](mailto:slife@andrews.edu))