

Overnight Trip/Tour Student Participant Agreement Form

Section 1 – 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	No
Are the trip/tour credits required for your degree?		Yes	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?		Yes	No
For International Students: F-1 Visa Expiration Date (mm/dd/yyyy)			
For International Students: Active I-20?			
		Yes	No

Section 2 – 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)		Academic	Non-Academic

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 3 – 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 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 airfare (if applicable), lodging, entrance fees, and group meals. All other costs including outside of specified meals and optional activities (cost subject to change) are the responsibility of the participant. Participant costs include tuition (and the academic/educational costs associated with generating those credits)
	5) Participants must contact Andrews University Student Financial Services (SFS) office for approval of 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
If YOU ARE NOT an international student, please return the completed form to the trip/tour director.	
If YOU ARE an international student, review Section 6 to obtain additional signature from Int'l Student Services.	
Section 6 – Checkpoints	
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.	
2	
_____	_____
Int'l Student Services Signature	Date
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.	