

## COLLEGE SPONSORED GROUP TRAVEL

### I. Policy Section

7.0 Instruction  
8.0 Students

### II. Policy Subsection

7.6 Student Travel Education Programs  
8.15 College Sponsored Group Travel

### III. Date of most recent changes

August 8, 2006

### IV. Policy Statement

The College may offer learning opportunities, service learning programs or other activities that require students or other participants to travel away from the main campus. College faculty and staff members who travel as an instructor, group coordinator, coach or chaperons must exercise standards of care and enforce College policies and regulations.

### V. Reason for Policy

This policy is enacted to ensure adherence for development and offerings of these student travel opportunities and to provide the College, its students and its staff with procedures designed to minimize the risks inherent in travel.

### VI. Entities Affected by This Policy

Travel agencies  
Middle Cities Risk Management Trust  
Vehicle Rental Companies

### VII. Who Should Read This Policy

- Faculty involved in the development of learning opportunities involving student travel
- College staff involved in the development of service learning opportunities or other activities involving non-employee travel.
- Athletic Directors, Coaches, Musical directors and other staff who serve as group chaperones for non-employee travel.
- Students participating in college sponsored travel opportunities.
- Other participants in college sponsored travel opportunities.

### VIII. Related Documents

- Policy 14.7 – Use of College Provided Vehicles
- Course Approval and Review Program

#### IX. Contacts

- International Study Initiatives Program Coordinator
- Provost
- Dean of Student Affairs
- Director of Student Activities
- Risk Manager

#### X. Definitions

- College Sponsored Trips: Travel opportunities that are endorsed by the College administration through the completion of the procedures outlined in Section XI. College resources should not be used for the development of travel opportunities that are not endorsed by the College and conducted by faculty or staff for personal benefit or for an external travel company.
- International Travel: International travel includes any travel, regardless of length of time or method of travel that leaves the United States and requires crossing of international borders.
- Travel: For purposes of this policy and the approval procedures, this is defined as any group travel activity using College sponsored transportation whose duration from campus exceeds 4 hours and travel is in excess of 50 miles.
- Faculty-Led International Study Initiatives: Courses developed and led by faculty that are intended to award credit to the student upon completion of the course. The course development process must be completed in accordance with existing College course development guidelines. Travel approval form should be submitted in conjunction with the course submission documents. Participants must be at least 18 years of age to participate in International Study opportunities.
- International Study Initiatives at Partner Institutions: Individual students who are registered as Grand Rapids Community College Students yet are taking the courses at a partner institution in a foreign country. Participants must be at least 18 years of age to participate in International Study opportunities.

#### XI. Procedures

1. At least one month prior to making any travel arrangements or advertising the travel opportunity, College faculty or staff sponsor completes appropriate approval form. For faculty led International Study Initiatives programs, the “Full Program Proposal” must be completed. For all other travel requests, the College Sponsored Trip Approval Form must be completed. Each travel opportunity must generate enough funds to offset all direct operational costs of the program. Students participating in an International Study Initiatives at a Partner Institution program must work through the International Study Office. This office will assist the student by completing the College Sponsored Trip Approval Form and ensuring that all appropriate forms and approvals are completed.

2. Completed forms are sent to the appropriate President/Vice President for approval.
3. The President/Vice President, in conjunction with the Risk Management office, reviews the forms and works with the College faculty or staff sponsor through the approval process. A copy of the approved form will be forwarded to the Risk Management Office and to the College faculty or staff sponsor.
4. Once approved, the College faculty or staff sponsor may begin to make travel arrangements following the College's purchasing policies and begin to advertise the travel opportunity.
5. For travel involving students, College faculty or staff shall hold a pre-meeting with all participants to outline expectations for student behavior; inform students of itinerary; encourage group cohesiveness; and provide personal safety information.
6. All participants in an international travel opportunity must be 18 years of age.
7. All participants in a travel opportunity must complete the following prior to participating in the travel opportunity:
  - a. Assumption for Risk and Release
  - b. Emergency Contact Information Form
  - c. Health Information Form (For international travel opportunities only)
  - d. Health Insurance Coverage Certification Form (Required for international travel only, student must have foreign travel coverage, including medical evacuation, accidental death and repatriation or purchase it as part of their trip cost)
  - e. Payment for trip (if applicable)
  - f. Parental or Guardian Consent Form for Minors (applicable if participant is under 18 and participating in domestic travel.)
8. Student participants shall also:
  - a. Be responsible for arranging absence from classroom activities.
  - b. Attend the pre-travel meeting, complete and sign the liability waiver.
  - c. Share the trip itinerary with individual identified as emergency contact.
  - d. Use transportation arrangements provided unless a written request is presented prior to departure and approved and signed by the College faculty or staff sponsor.
9. At least one day prior to the departure (sooner if possible) the College faculty or staff sponsor must submit an updated College Sponsored Travel Form including a detailed itinerary, a list of participants in the college sponsored trip and copies of all health and emergency contact forms to the Risk Management Office. Upon receipt the Risk Management office will update the database for travel and provide all documents to Campus Police.
10. Office of Risk Management, in conjunction with Campus Police, is responsible for monitoring the appropriate federal, state and health travel announcements and warnings. Faculty sponsors or the faculty coordinator of the College sponsored travel could also raise concerns about a proposed trip.
11. If a travel announcement or warning is for an area where a college sponsored trip is planned or there are other indicators of risk for that area, the Risk Management Office would contact the following individuals regarding whether or not to cancel or revise the trip:
  - a. Provost
  - b. Executive Vice President of Business & Financial Services

- c. Dean of Student Affairs
  - d. Chief of Campus Police
  - e. Faculty Coordinator, International Study Initiatives
  - f. Faculty Sponsor of specific travel opportunity
12. A recommendation would be made by this group to President/Vice Presidents. The decision by the President/Vice Presidents would be final.
  13. If the trip was cancelled based on concerns for safety and security, the refund policy (Appendix A) would apply.
  14. In the event of an incident occurring during a College sponsored travel opportunity, the faculty or staff sponsor should report this incident to Campus Police (234-4010). Campus Police will advise the faculty or staff sponsor on appropriate action and notify others on campus.
  15. If a student during the course of a semester of study, participates in a number of travel opportunities (i.e., field trips), the required forms (Risk & Release, Health Information, Emergency Contact) need only be completed one time per semester and kept on file with Risk Management Office.
  16. Athletic Travel:
    - a. Regular season competition – Student Travel Form (Step 1) should be completed and submitted for approval with the regular season competition schedule for each sport. Step 6 needs to be completed prior to the first away game and will cover the full regular season competition.
    - b. Athletic travel outside of regular season competition requires the completion of all steps as delineated above. This would include pre-season scrimmages, spring break trips or participation in state, regional or national competitions.
  17. College clinicals, co-ops, practicums and arranged classes are exempted from the above regulations. Instructors shall advise student participants of their responsibilities for notifying their parent(s), spouses or relatives where they can be contacted in case of an emergency.
  18. Classroom field trips that do not meet the definition (greater than 50 miles and 4 hours in length) should follow the established academic policy for dean and departmental approval of these trips.

## XII. Forms

- College Sponsored Travel Approval Form
- Full Program Proposal – Faculty-Led International Study Program
- Budget Worksheet
- Assumption for Risk and Release
- Emergency Contact Information Form
- Health Information Form (International Travel Only)
- Health Insurance Coverage Certification Form (International Travel Only)

## Appendix A – Refund Policy – College Sponsored Travel

### **Grand Rapids Community College Refund Policies and Safety/Security Considerations for GRCC Sponsored Study Travel Programs**

#### **If GRCC decides to cancel a program for safety and security reasons**

If GRCC cancels a study travel program for security reasons prior to its commencing, we will provide a full refund of all fees paid to GRCC for the program (tuition and program fees).

#### **If GRCC cancels a program for security reasons after it has started:**

- Additional expenses related to bringing the participants home (or to another approved program location) will be borne by GRCC (for example, airline ticket change fees associated with early departures home or to a new program location would be covered by GRCC).
- Refunds of program fees will be prorated and may be limited by non-recoverable contractual obligations.
- Refund of tuition and fees will depend on how much academic credit the student in the program will still be able to receive for work already completed or to be completed through alternative arrangements.

#### **If a student chooses to withdraw from a program that has not been cancelled**

If GRCC does not cancel a program but a student chooses to withdraw from a program due to safety and security concerns or any other reason, the standard refund policy will apply.