

Students who travel on trips through John Cabot University's Student Services Office should expect:

- To gain new cultural experiences and learn more about Italy's lifestyle. This includes trying new foods and following the social etiquette of our country.
- To gain travel experience and build confidence to travel independently in the future.

The advantages of participating in a trip led by Student Services:

- Transportation, tour guides, dinners and accommodation are pre-arranged for participating students.
- A trip itinerary is provided to students at the mandatory student meeting prior to the trip. The meeting is held by the group leaders.
- John Cabot University Staff members will accompany students on each trip to serve as a resource for students and to assist in case of emergency. JCU group leaders are NOT professional tour guides but are extremely well travelled staff members with experience in leading groups. Group leaders are happy to assist students with obtaining any information they may need while travelling (as long as it is reasonably possible). Everything included in the participation fee of the trip is clearly stated on the University website and during the mandatory student meeting prior to the trip.

The activities described on the website are available to all John Cabot University students and can be booked online by visiting the Student Services website - [click here](#).

You will receive confirmation of your booking via email. If you have questions, please contact the Student Services Office at + 39 (06) 68191 290 or studentservices@johncabot.edu

TRIP POLICIES

- **John Cabot University enforces a strict No Refund policy.** JCU will NOT offer refunds for missed trips and/or activities.
- Students wanting to switch their spots with another student will need to speak with Student Services. Each situation will be evaluated by the Student Services Office. Priority will be given to students on the waiting list. **ALL CHANGES MUST TAKE PLACE AT LEAST ONE WEEK PRIOR TO THE ACTUAL DATE OF THE TRIP.**
- **Students must be 18 or older to participate in overnight trips.**
- **It is the student's responsibility to acquire all the necessary travel documentation.** Failure to travel due to insufficient travel documents will not entitle the student to a refund.
- **Spaces on trips/activities are limited and offered on a first-come first served basis.** Spaces can be booked with payment, and sign ups need to be made only by the student participating to the activity\trip.

- **Participating in a JCU trip does not count as an excused absence.** Students have to check their class schedule before committing to a trip. Students will NOT be refunded if they cannot attend the trip/activity due to class requirements.
- **Information about the trips will be given at the mandatory student meeting prior to the trip.** Meeting place and time, trip itinerary, policies and tips will all be specified at the meeting. The Student Services staff may also communicate with students via email if any changes are made. Student Services staff will use the University email or to the email given to the University during registration. It is the student's responsibility to constantly check their JCU or personal email account to obtain all the required information.
- **Students must adhere to the JCU Student Code of Conduct while participating on trips and activities.**

JOHN CABOT UNIVERSITY HOLDS THE RIGHT TO CANCEL ANY TRIP AND/OR ACTIVITY SHOULD THERE BE AN INSUFFICIENT NUMBER OF PARTICIPANTS, OR FOR ANY OTHER REASONS. ALSO, THE UNIVERSITY HOLDS THE RIGHT TO CHANGE TRIPS/ACTIVITIES' DETAILS AS CIRCUMSTANCES DICTATE. STUDENTS WILL BE NOTIFIED OF ANY CHANGES AT THE OFFICE'S EARLIEST CONVENIENCE VIA EMAIL AND POSTERS.

PAYMENT POLICY – ONLINE PAYMENT SYSTEM

All the trips/activities offered by the Student Services Office **MUST** be paid in advance by the payment deadline on the JCU Website through the online payment system.

IMPORTANT: students **MUST** complete all the steps required on the online payment system and confirm their transaction. Students who abandon the online payment before confirming the transaction will **NOT** purchase the ticket. John Cabot University cannot be held responsible for spots which were **NOT** officially and correctly reserved as the result of an incomplete online payment due to an error or denied credit card details.

DISCLAIMER STATEMENT

While every effort is made in order to ensure a safe trip, the University cannot be held responsible for any accidents or damages caused by students' negligence.