



# **TRIPS AND ACTIVITIES TERMS & CONDITIONS**

**ACADEMIC YEAR 2025/2026**

JCU-sponsored activities and trips must be booked online by visiting the [Student Life](#) section of the official John Cabot University website. For more information, please contact the Student Life team at [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu).

## EXPECTATIONS

### What to Expect from JCU-Sponsored Activities and Trips

- Students participating in JCU-sponsored activities and trips can expect to:
- Gain new cultural and athletic experiences
- Embrace linguistic and cultural diversity
- Develop skills to engage with and learn from different perspectives and experiences
- Demonstrate greater respect and appreciation for art, sports, and culture
- Enhance empathy and critical thinking
- Explore new places and engage with multiple, intersecting dimensions of cultural diversity (including, but not limited to, race, ethnicity, gender, nationality, religion, language, and class)
- Gain travel experience and build confidence to travel independently in the future

### Advantages of Participating in JCU-Sponsored Activities and Trips

- Transportation, tour guides, meals, accommodation (see the Accommodation section below), entrance tickets, and other logistics are pre-arranged for all participants.
- What is included or not included in the participation fee is clearly stated in each activity or trip description and will be reiterated by the group leaders during the mandatory pre-trip meeting. Students are responsible for reading and reviewing the descriptions carefully before registering.
- The trip itinerary will be provided during the mandatory meeting, which is led by the group leaders. The time, date, and location of this meeting are clearly stated in each activity or trip description and will also be communicated via a reminder email sent to the address provided at the time of registration.
- John Cabot University staff members will accompany participants on each trip. They serve as a resource for students, particularly in case of emergencies. While JCU group leaders are not professional tour guides, they are experienced, well-traveled staff members who are knowledgeable in leading student groups. They will make every reasonable effort to assist participants and provide necessary information throughout the trip.

## PARTICIPATION REQUIREMENTS

### Participation Requirements and Guidelines for JCU-Sponsored Activities and Trips

- Students are required to read the Terms and Conditions before registering. By signing up for an activity or trip, students acknowledge that they have read, understood, and accepted the Terms and Conditions.
- Participation is limited to **currently enrolled JCU students**. Activities and trips listed on the website are exclusively for John Cabot University students.
- Students **must be 18 years or older** to participate in any day or overnight trips and activities.
- Participants are required to return to Rome with the group at the designated time and location. Traveling independently or returning on a different date, time, or by personal or public transportation is not permitted.
- All participants must carry their JCU ID throughout the activity or trip. The JCU emergency phone number is printed on the back of the ID and must be readily accessible in case of emergency.
- Students are responsible for completing registration by the preset deadlines. Trips and activities have limited availability and are offered on a first-come, first-served basis.
- Students must carefully read the trip and activity descriptions and verify that dates do not overlap when registering for multiple trips. The University is not responsible for notifying students of overlapping registrations that may be processed by the payment system.
- Participants must attend the mandatory pre-departure meeting and complete the pre-departure form. Instructions for completing these two required steps will be sent via email (see section “Email Communication”). The meeting will cover the meeting point, departure time, itinerary, JCU student policies, and travel tips. If a participant is unable to attend the scheduled meeting, they must notify the Student Life Team as soon as possible by emailing [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu) or [athletics@johncabot.edu](mailto:athletics@johncabot.edu) (for sports trips) to arrange an individual meeting. Completion of both steps is mandatory (see section “Termination of Participation in Trip/Activity”).
- For sports trips and select cultural trips (as specified in the trip description), Italian law requires a physical examination, either basic (visita medica di sana e robusta costituzione) or competitive (visita medica agonistica), issued by a sports doctor affiliated with the Italian National Health Care System. Participants are responsible for submitting this documentation by the deadlines set by the Office.

- For select sports trips involving hiking, participants must bring a functional pair of hiking boots. Hiking boots may be rented from the Athletics team at no additional cost by signing a Boot Rental Agreement. As per the agreement, boots must be rented and returned clean and in good condition by the specified deadlines. Failure to meet these requirements will result in a fee and a hold on the student's academic account, which will be lifted once all associated fees are paid at the JCU Business Office.

## DOCUMENTATION

- It is the student's responsibility to acquire all the necessary travel documentation prior the departure and by the deadlines set by the Office. (Please see section "Termination of participation in trip/activity" below). Contact the Immigration Services office if you are unsure, you have the proper documents to travel.
- It is the student's responsibility to travel with all necessary travel documentation, including their JCU ID Card.
- It is the student's responsibility to submit all the necessary sports documentation prior to the departure date and by the deadlines set by the Office. (Please see section "Termination of participation in trip/activity" below).

## CONDUCT

Any behavior that violates the JCU Student Code of Conduct, the Student Handbook, or local legislation during JCU-sponsored trips or activities is strictly prohibited and may result in disciplinary action. In severe cases, students may be required to leave the group and return home at their own expense. For more information, please refer to the [John Cabot University Student Handbook](#).

## ACCOMODATION

- Participants are expected to follow all rules and regulations set by the accommodation and dining establishments during JCU-sponsored trips.
- Due to availability constraints, students may be assigned to twin, triple, or quadruple rooms as necessary. Room assignments will be shared with participants during the mandatory pre-departure meeting, but may be subject to change based on last-minute decisions made by the hotel.

- Whenever possible, participants will be given the opportunity to indicate their room type preference and select roommates, based on availability. However, please note that John Cabot University cannot be held responsible for any last-minute changes made by the hotel.

## **PAYMENT POLICIES AND PAYMENT SYSTEM**

- All JCU-sponsored activities and trips must be booked exclusively through the Activities and Trips website page. Registrations must be completed by the payment deadline indicated as “Registration Deadline” or “Deadline to reserve and pay tickets Online”. Students are responsible for checking and respecting the deadlines clearly stated in each activity and trip description.
- The payment system on the Activities and Trips website accepts credit card payments only, in Euros or U.S. Dollars.
- John Cabot University cannot be held responsible for declined or incomplete transactions resulting from, but not limited to, the following circumstances:
  - Errors in the online booking system
  - Credit card limits or restrictions
  - Incorrect payment information
  - Expired or deactivated credit cards
  - Holds placed on credit cards
- The University is not responsible for overbooking caused by technical issues on the Activities and Trips website. In the event of overbooking, if payment has been successfully processed, the student will receive a full refund.
- The University also cannot be held responsible if a trip or activity sells out while a student is in the process of making a payment or retrying a failed transaction.

## **CANCELATION/WITHDRAWAL POLICY AND REFUNDS**

- All trips and activities are non-refundable after the withdrawal deadlines indicated in each trip or activity’s description on the Activities and Trips website page.
- Students who have reserved a trip or activity may request to withdraw, provided that the request is submitted before the withdrawal deadline stated in the description. Withdrawal requests submitted after the deadline will not be accepted, and participants will not be eligible for a refund.
- If a trip is canceled by the University, students will be notified via email and will receive a full refund.

- If a trip is postponed, students will be notified via email with adequate notice to either confirm their attendance or withdraw from the trip.

### **ACADEMIC CONFLICTS**

- If a midterm or make-up class/academic field trip is scheduled on the same day as a trip or activity, and the withdrawal deadline has not passed, students may withdraw and receive a refund.
- If the withdrawal deadline has passed, but the switch deadline has not, students may switch with another student (see the Switch section below). After the switch deadline, students are no longer eligible for a refund.
- Students are responsible for checking their class schedule and syllabus before committing to any trip or activity to avoid scheduling conflicts.

### **ADVISING APPOINTMENTS**

Students must notify the Office of their absence from advising appointments within three business days of receiving the Registrar's email to be eligible for a refund. Proof of the academic conflict (e.g., advising appointment email, professor's note/email, syllabus copy) must be provided at the time of the refund request.

### **ITALIAN IMMIGRATION APPOINTMENTS**

Refunds for missed trips or activities due to commitments with the Italian Immigration Authorities will be evaluated case-by-case. Students must report conflicts as soon as they become aware, and within three business days of receiving the Immigration Office's email. For more information, contact: [immigrationservices@johncabot.edu](mailto:immigrationservices@johncabot.edu).

### **RELIGIOUS HOLIDAYS**

Students observing a religious holiday will be excused only if the Office is notified by the Add/Drop deadline (first week of classes).

### **PERSONAL CONFLICTS**

Refunds will not be issued for absences due to:

- Improcrastinable family issues
- Job interviews
- Family celebrations
- Travel difficulties
- Misunderstandings
- Personal commitments

### **UNFORESEEN EVENTS ELIGIBLE FOR REFUNDS**

Refunds are granted only in the event of:

1) **Hospitalization<sup>1</sup>** or **serious accidental injury<sup>2</sup>** that renders the participant unfit for travel. This must be certified by JCU's doctor or a General Practitioner affiliated with the Italian National Health Care System.

- Notify the Office at [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu) as soon as possible.
- Submit the doctor's note no later than three days after the trip or activity.
- For assistance, contact: [health@johncabot.edu](mailto:health@johncabot.edu)

**2) Death of the participant or an immediate family member.**

- Notify the Office at [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu) as soon as possible.
- Send proof of relationship and an official death certificate or equivalent documentation to: [deanofstudents@johncabot.edu](mailto:deanofstudents@johncabot.edu).

## SWITCH POLICY

Switches are permitted when a participant does not qualify for a refund.

- Participants who wish to withdraw from a trip or activity after the withdrawal deadline may transfer their spot to another student. To initiate a switch, students must immediately notify the Office by emailing:
  - [tripsandactivities@johncabot.edu](mailto:tripsandactivities@johncabot.edu) for general trips and activities
  - [athletics@johncabot.edu](mailto:athletics@johncabot.edu) for sports-related trips

Each switch request will be carefully evaluated by the Office based on the following criteria:

- **Timing**

Switch requests must be submitted by the switch deadline indicated in the description of each trip or activity on the Activities and Trips website. Requests submitted after the deadline will not be accepted.

- **Office Deadlines**

Students are responsible for completing the switch by the deadline set by the Office. Failure to do so will result in the rejection of the switch.

- **Availability of Students on the Waiting List**

The Office will contact students on the waiting list to check their availability. If no students are available or the waiting list is empty, the participant is responsible for finding another student to take their place by the deadline set by the Office.

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<sup>1</sup> **Hospitalization:** Medical care that requires admission to a hospital as an inpatient, typically involving at least one overnight stay.

<sup>2</sup> **Serious Accidental Injury:** A bodily injury sustained as a direct result of an accident, which requires examination and treatment by a licensed physician.

Please refer to each trip or activity's description on the Activities and Trips website to verify the relevant deadlines for switches.

## EXCUSED ABSENCES

Participation in a JCU-sponsored trip or activity does not constitute an excused absence. Students are responsible for reviewing their class schedule before committing to any trip or activity.

## TERMINATION OF PARTICIPATION IN TRIP/ACTIVITY

Participation in JCU-sponsored trips and activities requires compliance with all instructions provided prior to departure and during the pre-departure meeting. **Punctuality on the departure date is mandatory.** No refunds will be issued for unjustified missed departures. Students who fail to show up on time will:

- Not be eligible for a refund
- Not be permitted to travel independently to join the group later

### PRE-DEPARTURE REQUIREMENTS

Both the **submission of the pre-departure form and attendance at the pre-departure meeting are mandatory.** Failure to complete either requirement will result in termination of participation, with:

- No eligibility for a refund
- No permission to join the group at a later time or date

### TRAVEL DOCUMENTATION

Students must ensure they possess all required travel and/or sports documents. Failure to travel due to missing or insufficient documentation will result in termination of participation, with:

- No eligibility for a refund
- No permission to join the group independently

### CONDUCT DURING THE TRIP

To ensure safety and minimize risks, Group Leaders and Chaperones may modify the itinerary if necessary. Students who fail to comply with their decisions may be subject to termination of participation, as determined by the University. Termination may also occur due to:

- Misconduct
- Failure to cooperate during the trip or activity

### TRIP CANCELLATION OR POSTPONEMENT

The University reserves the right to cancel or postpone any trip or activity. For details, please refer to the section titled "Cancellation/Withdrawal Policy and Refund."



## EMAIL COMMUNICATION

All communications regarding trips and activities will be sent via email. The staff will use only the email address provided by the student at the time of reservation. Students are responsible for regularly checking that email address to stay informed.

## DISCLAIMER STATEMENT

While every effort is made to ensure a safe trip, the University cannot be held responsible for any accidents or damages resulting solely from the student's fault, negligence, misconduct, or from events classified as "force majeure."

## ASSUMPTION OF RISK

- Students are aware of the rights, responsibilities, and risks related to their participation at JCU, living in Rome, and traveling in Italy, Europe, and beyond.
- Students acknowledge that JCU will not be responsible for any injury or damage taking place after the student deliberately left the premises/activities/facilities falling under JCU's staff supervision.

## GDPR/PRIVACY POLICY

In relation to the processing of personal data, the applicable privacy policy is available at <https://www.johncabot.edu/privacy/students.aspx>.