

ACTIVITY AND TRIPS - TERMS & CONDITIONS

Activities and Trips can be booked online by visiting the [Student Life](#) section of the John Cabot University website and clicking on [Sign Up](#). You will receive confirmation of your booking via email.

For more information please contact Student Services at +39(06)68191316 or studentservices@johncabot.edu

EXPECTATIONS

Students who travel 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 the 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, some meals 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.

PARTICIPATION REQUIREMENTS

- The activities and trips described on the website are available to John Cabot University students ONLY. (Staff and Faculty interested in participating should contact the Student Activities Coordinator at studentservices@johncabot.edu.)
- Students must be currently enrolled at JCU in order to participate in any activity or trip.
- Students must be 18 or older to participate in overnight or athletics trips. Minors intending to participate in day trips must contact the Student Activities Coordinator at studentservices@johncabot.edu for additional mandatory documentation and information.
- Trips/activities are limited and offered on a first-come first-served basis.
- If students do not qualify for a refund (see Cancellation and Refund section below) and would like to switch their spots with another student will need to arrange an appointment via email with the Student Activities Coordinator or the Athletics Coordinator. Each individual situation will be carefully evaluated by the Office. Priority will be given to students on the waiting list.
- All changes made for overnight trips must be communicated by the sign-up deadline. Requests made after the deadline, will be evaluated on a case by case basis and are dependent on trip logistics and not participant situation.
- All changes made for activities or day trips must be communicated 1 week before the date of the activity.
- Students must have their JCU student ID in order to participate in the JCU trips and activities.

- All participants are required to attend the Mandatory Trip Meetings. Students will be informed regarding the date and location of the meeting via email after the payment has been received. Meeting point and time of departure, trip itinerary, policies and tips will all be specified at the meeting. If a student misses the meeting, he/she is required to email the Student Services Office and arrange to meet with either the Student Activities Coordinator (for Activities and Trips) or the Athletics Coordinator (for Sports Trips).

DOCUMENTATION

- 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. Contact the Immigration Services office if you are not sure that you have the proper documents to travel.

CONDUCT

- Any behavior that violates the JCU Student Code of Conduct and Student Handbook, or local legislation during JCU trips or activities is prohibited and can result in disciplinary action. In extreme cases, students may be asked to leave the group and return home at his\her own expenses.

PAYMENT POLICY- PAYMENT SYSTEM

- John Cabot University enforces a strict NO REFUND policy. JCU will NOT offer refunds for missed trips and/or activities except the cases on the Cancellations and Refund Section.
- All the trips/activities offered by the Student Services Office MUST be paid in advance by the payment deadline.
- Payment for Activities and Trips may be carried out in Euro or Dollars using a credit card on the JCU Website on the Online Payment System, or by cash (only Euro) in the Student Services Office.
- Important: Students can sign-up and pay using the Online Payment System before and during the semester. All steps must be completed when using the System or the transaction will not be completed.
- The University cannot be held responsible for spaces which are not officially reserved as the result of an online booking error that is returned as a result of incomplete or denied credit card details.

CANCELLATION AND REFUND

- The cancellation of trips takes place only if the trip/activity has not reached the minimum number of participants or for any other major reason. Students will be notified by email and will be fully refunded.
- Students will be refunded if there is a major JCU **academic** obligation (midterm) taking place on the same day.
- The student is responsible for communicating their absence for make-up classes and academic field trips within 3 business days of the end of the Add/Drop period to qualify for a refund.
- The student is responsible for communicating their absence for advising appointments within 3 business days of the receipt of the Registrar's email regarding the appointment to qualify for a refund.
- Refunds for **immigration** purposes will be taken on a case-by-case basis and potential conflicts of this nature should be reported in a timely manner.
- It is the student's responsibility to bring proof of conflict (advising appointment email, note or email from professor, copy of syllabus, etc) at the time of the refund request in order to qualify for the refund.

EXCUSED ABSENCES

- Participating in a JCU trip does not count as an excused absence. Students have to check their class schedule before committing to a trip.

TERMINATIONS OF PARTICIPATION IN TRIP\ACTIVITY

- Participants who miss the departure time may meet up with the group at their own expense. The participant is responsible to find their own alternative transportation and to communicate to the Group Leader when and where they will be meeting the group.
- There may be times where the Group Leader must make decisions for the safety and/or best interest of the group. If you do not comply with this decision, or if in the opinion of the Group Leader you are impeding the

smooth operation of the activity/trip or putting the rest of the group in a situation of risk, the University reserves the right to refuse to allow you to continue with the trip/activity.

- Itineraries are subject to change as circumstances dictate. 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 major reason.

EMAIL COMMUNICATION

- All communications regarding trips and activities will be made via email. The staff will use the email that was entered when the reservation was made for the trip/activity. It is the student's responsibility to check their email account to obtain all the required information.

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.
- John Cabot University has organized travel and/or accommodation for groups of students participating in the trips listed on the website. The University does not take control or operate any shipping company, coach or Coach Company, airline, hotel, transport or any facility, which it uses for these purposes. While every care is taken in organizing these trips, the University cannot be held responsible for any injury, death, loss or damage which is caused by any fault or negligence of the management or employees of any independent contractor. Also, we cannot accept liability or pay any compensation where the performance of our contractual obligations is prevented or affected by "force majeure" (riots, industrial dispute, natural disaster, strikes, adverse weather conditions etc).