

**WOODBURY UNIVERSITY
GUIDELINES FOR STUDENT TRAVEL**

OFF-CAMPUS STUDENT TRAVEL and ACTIVITY LIABILITY RELEASE & INDEMNIFICATION FORM.

Woodbury University requires students to sign the **OFF-CAMPUS STUDENT TRAVEL and ACTIVITY LIABILITY RELEASE & INDEMNIFICATION FORM** before they participate in off-campus travel and/or activities.

STUDENT MEDICAL INFORMATION AND RELEASE FORM

Students must fill out a **STUDENT MEDICAL INFORMATION AND RELEASE FORM** each year prior to off-campus travel and/or activities. Any student who has medical problems should inform the responsible Woodbury employee. It is the student's responsibility to insure that any necessary medications are available to him or her as needed.

HEALTH INSURANCE

Woodbury University requires that all students have medical insurance. Students may not take part in an off-campus activity if they have not purchased insurance or filed proof of insurance.

ATTENDANCE

Students participating in any off-campus activities are expected to attend all scheduled events. A student is required to reimburse the University for fees and/or expenses should he or she fail to attend events as scheduled.

LODGING

In the event that field activities outside of class require an overnight stay, students are expected to reside in living accommodations arranged prior to the event. Students may share a room only with members of the same sex. A student is responsible for any damages or any expenses (phone calls, room service, etc.) incurred beyond the cost of lodging.

ALCOHOL AND CONTROLLED SUBSTANCES

Students are expected to obey local, state, and federal laws regarding the use of alcohol and controlled substances. Additionally, students are expected to conform to policies of the University as well as the event itself.

CONDUCT

Students are expected to conduct themselves in a manner consistent with the policies of the University, as published in the Student Code of Conduct. Students who exhibit inappropriate behavior may be required to return to the University prematurely and at their own expense. In addition, inappropriate behavior will be addressed through the University's judicial process.

I have read and agree to follow the Guidelines for Student Travel.

Signature of Student: _____ Date: _____

Print Name: _____