

CSCC Preliminary Recommendation on Student Travel Policy
May 1, 2017

Background and Charge:

In October 2003, CSCC was charged with “examin[ing] existing policies at The College of New Jersey regarding student travel and consider[ing] whether we should develop an overall student travel policy.” At some point prior to the 2007-2008 academic year, CSCC drafted a preliminary policy, but this proposed policy apparently never progressed beyond the draft stage. As a result, in October 2016, the Steering Committee charged CSCC, in consultation with the Office of Compliance, “to continue its work and create a policy on student travel.” Over the course of the 2016-2017 academic year, CSCC has provided guidance to the Office of Compliance in gathering information from relevant offices (Student Affairs, the Center for Global Engagement, etc.) and drafting a new preliminary policy. CSCC now seeks testimony from all stakeholders on campus on the result. CSCC will present its preliminary recommendation to and gather testimony from the Faculty Senate, Staff Senate, and Student Government, as well as provide the option of submitting testimony via a Qualtrics survey, circulated with the entire campus community.

Preliminary Recommendation:



Section:	
Title:	Student Travel
Effective Date:	
Approved By:	
Responsible Unit:	Student Affairs, sa@tcnj.edu Academic Affairs, academic@tcnj.edu
History:	
Related Documents:	<p>Advisory on Off-Campus Behavior (3.7.11) Student Rights and Freedoms (policy number) Student Judicial Process (policy number) Alcohol and Other Drugs Policy (3.7.1)</p>

I. INTRODUCTION

As a state educational institution of New Jersey, The College of New Jersey (“TCNJ” or the “College”) is comprised of a diverse community of learners, dedicated to the free inquiry and open exchange of knowledge, to excellence in creativity, scholarship, and citizenship, and to the transformative power of education. In support of the development of these ideas, and as a reflection of the College’s mission and core beliefs, the College organizes and supports off-campus experiences that afford intellectual, cultural, and social enrichment for members of its community. Students, faculty, and staff who embark on TCNJ organized or sponsored travel are ambassadors of our institution.

The College seeks to promote the health and safety of students, faculty, staff and other members of the College community at all times. While the College cannot guarantee the health and safety of individuals, the purpose of this policy (the “Student Travel Policy” or “Policy”) is to establish definitions, guidelines, and procedures that will help to promote safe travel. This policy provides the minimum requirements for student travel. College units responsible for student travel may require additional standards to address unique requirements associated with a particular program, trip, or destination. Additionally, the College encourages all students, faculty, staff and other members of the College community to use sound judgment and exercise reasonable care for self and others at all times as shaped by the College’s values and defined by local, civil, and criminal codes.

II. DEFINITIONS

Appropriate Administrator - Refers to a College faculty or staff member (*e.g.* a vice president, dean, department chair, director or coordinator of an administrative unit, etc.) that is responsible for the organization, management, and/or direction of student travel for the participating students. While acting as an Appropriate Administrator, faculty and/or staff members are expected to act reasonably within the scope of their employment with the College.

Designated Official - A College faculty or staff member who is designated by an Appropriate Administrator to fulfill the responsibilities assigned to them regarding Student Travel during times in which the administrator cannot fulfill the duties themselves. While acting as a Designated Official, faculty and/or staff members are expected to act reasonably within the scope of their employment with the College.

Event - Shall refer to a single instance of a planned meeting, presentation, function, or other activity which occurs outside the geographic boundaries of the College’s campus in Ewing Township. This may include Events where the Student Travel does not include an Appropriate Administrator or Designated Official physically traveling with the student(s) (*e.g.* students studying abroad at TCNJ Study Centers or at a TCNJ exchange partner location).

Organized Event - Refers to any Event which is initiated, planned, and arranged by an Appropriate Administrator, Designated Official, or other faculty, or staff member.

Recognized Student Organizations (RSO)- A student group recognized by the Student Government or Inter Greek Council; annually registered with the Division of Student Affairs; and

in good standing in accordance with Student Organization Privileges and Responsibilities ([Link to Student Organization Privileges and Responsibilities](#)).

Sponsored Event - Shall refer to any Event for which any resources owned or controlled by the College (e.g. monetary funds, vehicles, equipment, etc.) are utilized in any way, regardless of the amount, and / or any Event The College sends students to participate as official representatives of The College.

Student or **Students** – Includes all persons who accept an offer of admission to the College, registered for undergraduate or graduate courses or maintaining matriculation in an undergraduate or graduate degree program at the College. Either full time or part time, degree seeking or non-degree seeking, and have an academic record with Primary Academic Web Services (PAWS), the College’s records and registration system.

Student Travel – Travel, regardless of mode of transportation, to and/or from an Event.

III. POLICY

Student Travel for any student, group, or Recognized Student Organization must not unduly interfere with the academic responsibilities of students.

A. Scope of Student Travel

Examples of the types of activities and events covered by this policy include the following:

- Travel funded by the Student Finance Board such as alternative spring break trips and attendance at conferences;
- Travel using transportation provided, coordinated, or funded by TCNJ (e.g. Senior Nights, President’s Ball, athletic event bus);
- Academic-travel¹ (e.g. class field trips) and other travel where a student is officially representing the College (e.g. meetings of academic organizations or professional conferences);
- International travel (e.g. Study Abroad).

This policy does not apply to voluntary or elective travel by individuals, or to faculty and staff travel for which the faculty/staff member is not serving as a Designated Official for a College Sponsored Event involving Student Travel, or travel that is outside of the faculty or staff scope of employment with the College or students traveling within the scope of their employment at the College. This policy also does not apply to travel undertaken by students attending an event coordinated and/or sponsored by a group or individual students off campus independently from The College (e.g. community service, Fraternity formals) or to attend out-of-town athletic events as spectators (unless formally organized by the College or RSO as stated above).

¹ This policy does not apply to program- or course-related travel undertaken by students engaging in student teaching, clinical education, internships, practica, observations or research.

In addition, this policy does not apply to personal travel. Personal travel includes additional independent travel before or after travel for an Event that is not part of the official Event schedule or itinerary.

B. Provisions Applicable to All Forms of Student Travel

This policy is intended to reduce the risk of harm to students, faculty, and staff who embark on travel that serves to enhance the educational mission of the College. Likewise, whereas various cultures have different moral and legal expectations of their citizens, the College expects its students, faculty, and staff who travel to follow the guidelines provided below in order to maintain the values of safety and wellbeing, and respect for self and others, while also understanding that the responsibility for upholding these values is both an individual and a shared responsibility of those who are traveling together. The guidelines and procedures included in this policy should serve to ensure safety, to promote responsible citizenship, and to support travel that enhances academic and professional excellence, as well as personal success.

i. Pre-requisites for Student Travel

Students may participate in Student Travel only under the following conditions:

- The individual is a Student; and,
- The Student Travel Authorization Form² is completed and approved.

Students not meeting these basic requirements will not be permitted to travel until the requirements are met.

ii. Authorization Process

Each College unit (e.g. program, department, or school) with responsibility for Event travel by students, groups, or Recognized Student Organizations must have a pre-authorization process in place with articulated deadlines. The Authorization Process must include the following:

- **Description of Travel and Benefits:** Authorization requests must include a description of the event or activity, and may include an explanation of the benefits the travel provides to the students as per the College's mission; it should also list any relevant deadlines (if applicable) and address safety concerns.
- **Eligibility Requirements:** Authorization requests must include any additional criteria for each student's eligibility for travel consistent with the type of Event. Eligibility requirements listed in section III.B.i. must always be met regardless of Event.
- **Appropriate Administrator or Designated Official:** Authorization requests must identify the name and contact information of the Appropriate Administrator or Designated Official, and who will be available to students during the event or activity. A trip manifest must be submitted to the unit that includes emergency contact information for each participant, including participating faculty and staff.

² See Attachment A.

- **Frequent Travel:** Authorization requests should list clear guidelines that distinguish between documentation requirements for frequent routine travel, e.g., field trips associated with a course versus special events or activities. If a faculty or staff member anticipates frequent travel throughout the semester, release forms should be completed at the onset of the semester for all students involved and maintained on file.
- **Driver's License:** Authorization requests must include an affirmation of a valid driver's license for any and all students who will be driving a motor vehicle.

Each College unit with responsibility for off-campus travel by students, groups, or Recognized Student Organizations must be able to locate and contact all travelers should an event occur (e.g. catastrophic weather event, local terror threat/action, etc.) that would require The College to account for the safety of its students, faculty, and staff. At a minimum, a final list of all student and non-student participants, including any substitutions, must be submitted to Campus Police by email at tcnjpd@tcnj.edu or in person at the Administrative Services Building before departing campus.

iii. **General Expectations**

Students are expected to act as responsible citizens and respect the rights of others. Students are to follow all applicable laws and regulations of the jurisdiction in which they are traveling, both domestically and internationally, as well as appropriate College policies at all times. Such policies include, but are not limited to, the Student Conduct Code, Statement of Expectations for Off Campus Behavior and Community Standards, Student Organization Privileges and Responsibilities, the Alcohol and Other Drugs Policy and the statement on Student Rights and Freedoms. If an appropriate course of behavior is unclear at any time, students are expected to contact the Appropriate Administrator or Designated Official for further guidance. In connection with an Event or Student Travel, students are expected to follow certain standards of conduct, which include the following:

- a. Travel Behavior. Students are expected to:
 - Consider the safety and security of all individuals at all times.
 - Respect the property of individuals, institutions, facilities, and the College.
 - Maintain a focus on the academic, professional, social, or other purpose of the Student Travel as it contributes to the College's mission.
 - Follow all applicable rules, regulations, and policies of facilities, institutions, and all other appropriate entities encountered during travel.
 - Conform to expected attendance at scheduled sessions, meetings, and activities related to the travel.
 - Interact professionally and responsibly with other participants during Student Travel and/or at an Event.
 - Adhere to any additional expectations for student conduct outlined by sponsoring organizations, departments, or programs.
- b. Lawful Conduct. Report all unsafe and unlawful activities to appropriate authorities. Appropriate authorities include:

- Local, state, and federal law enforcement agencies;
- Appropriate Administrators and Designated Officials associated with and responsible for the Student Travel;
- Other faculty and staff participants in the Student Travel; and
- Administrators and officials of other institutions hosting or otherwise participating in the same Event and/or Student Travel.

Do not enter into any agreements on behalf of the College unless specifically authorized to do so by an Appropriate Administrator or Designated Official.

- c. Alcohol and Other Drugs. As members of the College community, students are expected to act responsibly and in accordance with applicable College policies both on and off-campus. The College regards the abuse of alcohol and other drugs as antithetical to its mission and therefore permits the use of these substances only in a manner that is responsible and adheres to restrictions imposed by the law and the College's conduct codes. Students are expected to comply with federal, state, and local laws regarding alcohol and other drugs during student travel. Students are expected to abide by the legal consumption age in the legal jurisdiction, country or countries they are visiting. Students are expected to practice sound judgment in both their own actions and in evaluating the actions of other students. Subsequently, being under the influence of alcohol or other drugs is not an excuse for violation of any College policy, procedure, guideline, or standard and does not reduce an individual's accountability. Any student who is not of legal drinking age in the country or countries they are in may not acquire, possess, or consume alcoholic beverages during student travel. Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances regardless of age. Funds provided by the College, the State of New Jersey, or any other public sponsor of student travel may not be used to purchase or acquire alcoholic beverages. Sponsoring Units may further restrict (including prohibiting) the consumption of alcohol and other drugs for specified travel and programs at its discretion. In addition, Designated Officials and Appropriate Administrators may restrict or prohibit students from consuming alcohol and other drugs during travel should they deem such consumption as excessive, inappropriate, or otherwise interfering with the effective operation of the Event.
- d. Travel Alerts and Warnings. Students should regularly monitor the U.S. Department of State Alerts and Warning³ and be aware of and consider any noted warnings or alerts affecting the region in which they will be traveling and respond appropriately.

³ See <https://travel.state.gov/content/passports/en/alertswarnings.html>

Sponsoring Units may add additional requirements for travel which they deem reasonable and necessary for the safety of students, faculty and staff, and for the effective operation of the academic offering(s).

iv. Altering or Cancelling Student Travel

Any College administrator, Appropriate Administrator, or Designated Official for the Student Travel reserves the right to cancel Student Travel for any reason per his/her discretion.

College administrators, Appropriate Administrators, or Designated Officials should consider the following when determining whether to alter or cancel Student Travel:

- Safety or security concerns regarding the mode of travel to be used;
- Safety or security concerns regarding the intended destination for Student Travel;
- Warnings from appropriate local, state, or federal officials or agencies;
- Inclement weather or warning regarding inclement weather;
- The proposed Event no longer serves the mission of the student organization, group, or the College;
- An individual Student or group of Students engages in disruptive behavior that runs afoul of the expected behavior as noted in section B.iii.a. Travel Behavior; and
- The ability of the Appropriate Administrators or Designated Officials to fulfill his or her responsibilities during the Event and Student Travel changes (e.g., due to the health and welfare of the individual).

College administrators, Appropriate Administrators, or Designated Officials reserve the right to cancel Student Travel at any time, including ending a scheduled trip early and requiring the Student(s) to return to The College, if relevant travel conditions change warranting such action. College administrators not participating in the Student Travel must maintain contact information for all participants in the Student Travel in order to promptly locate and notify participants should reason arise to cancel the remainder of a trip.

C. International Travel

- i. Students, groups, or Recognized Student Organizations planning travel abroad must review and make themselves aware of the political, health, crime, and other safety-related conditions prevailing in any country and specific locations within it. Students should regularly monitor the U.S. Department of State Alerts and Warning⁴ and be aware of and consider any noted warnings or alerts affecting the region in which they will be traveling and respond appropriately. Appropriate Administrators and/or Designated Officials must assist students in obtaining relevant travel information. Students should review and be familiar with the resources and information available on The College's Center for Global Engagement website (www.cge.tcnj.edu). Students must also adhere to any further requirements mandated by the Center for Global Engagement and the specific program

⁴ See <https://travel.state.gov/content/passports/en/alertswarnings.html>

for which they are participating (e.g. study abroad, exchange programs, etc.). At a minimum, students should do the following prior to travel:

- a. Identify the nearest U.S. Embassy in the location you are traveling, inform the Embassy of your stay in the country, and maintain Embassy contact information;
- b. Ensure you are aware of the emergency contact (911 equivalent) for the jurisdiction you are in.

ii. Travel to Locations under U.S. State Department Travel Warning

Students, groups, or Recognized Student Organizations that wish to travel to a location currently under a U.S. State Department Travel Warning must contact the Center for Global Engagement for further guidance.

D. Transportation and Lodging

i. Modes of Travel

Student Travel may require the use of one or more modes of transportation including, but not limited to, College-owned vehicles, personally-owned vehicles, rental vehicles, or public transportation (including buses, trains, water-vessels, and aircrafts). For each mode of Student Travel in connection with an Event, students and other members of the College community are expected to follow all applicable local, state, and federal laws and regulations, common and mode-particular safety precautions, and sound judgment. Students, faculty, and staff are encouraged to consider conditions which include, but are not limited to, weather, traffic, and fatigue. The College may establish additional guidelines and precautions for the use of various modes of transportation. Registered Student Organizations receiving funds for air, water, or train travel should purchase travel through the College's approved travel agent, as stated on the College's website. Travel purchased through the College's approved travel agent will not require quotes and may be billed directly to SFB (if applicable). Travel purchased by an individual on behalf of a Registered Student Organization will be reimbursed upon completion of approved travel with submission of properly documented expenses. Travel by air, bus, water-vessel, or train by Registered Student Organization members is always required to be registered online with the Office of Student Involvement.

a. Motor Vehicle Guidelines

- Only employees, including student-workers, of the College are authorized to operate college fleet vehicles (See: "Fleet Vehicle Reservations & Guidelines"). Use of college-owned vehicles must be for purposes within the scope of his/her employment and for official college business only.
- Operators of vehicles for all forms of Student Travel must be at least 18 years of age and maintain a valid U.S. driver's license. (Probationary drivers and similar designations are not considered valid U.S. driver's licenses for this purpose.)

- Operators of College-owned vehicles must maintain a valid driver's license. College vehicles cannot be operated by provisional/probationary licensed individuals.
- Vehicle passengers for Student Travel during College Sponsored or Endorsed Events, must be Students, faculty, or staff members of the College.
- The driver of and all passengers in any vehicle used for Student Travel must wear seat belts at all times while occupying the vehicle.
- The driver of any vehicle during Student Travel is responsible for all fines or tickets issued as the result of a failure to obey traffic laws.
- An individual may not operate a motor vehicle for more than 10 total combined hours during a 24-hour period during Student Travel.
- An individual must take a break of not less than 30 minutes, at a time of their choosing and need, within 8 consecutive hours of driving.
- Trips over two hours must include at least one passenger or "navigator". The navigator must be awake at all times.
- Operators of College-owned 12 and 15-passenger vans must be College employees and must complete the appropriate College-sanctioned Passenger Van Safety Training prior to Student Travel and abide by any further requirements mandated by the training.

The Appropriate Administrator or other Designated Official may prohibit a student from operating a College owned motor vehicle, rental vehicle paid for by the College, or any vehicle transporting other students for a Sponsored or Endorsed Event.

b. Bus Travel Guidelines

Buses must be rented only from approved bus rental companies, as determined by The College. In the event no buses are available from an approved bus company on the proposed date of travel; individuals or Registered Student Organization have permission to research the availability of a bus company not on the approved bus company list. The name and contact information for the bus company must be provided to the Appropriate Administrator (e.g. Director of Student Activities) via email not less than 30 business days before the proposed date of the trip. The Appropriate Administrator will work with College officials to investigate if the bus company may be approved for the trip. If the request to investigate a bus company is not received 30 business days in advance of the proposed date of travel, or if the bus company is not approved; either the date of the trip will need to be rescheduled to coincide with the availability of an approved bus company or the trip will need to be canceled.

If for any reason a bus is rented from an unapproved bus company the travel sponsor (e.g. Student Finance Board or The College) may choose to deny their funds be used to pay for or reimburse expenses. In the case where approved funds are withdrawn the student(s), group, or Registered Student Organization will need to secure alternate funding, such as from organization fundraising money or member's personal finances.

c. Air Travel Guidelines

Students traveling by aircraft must comply with all applicable laws regulating commercial air travel and rules of the specific airline carrier.

ii. Use of Personal Vehicles

When a privately owned vehicle is being used for any form of Student Travel, the individual operating the privately owned vehicle must have a valid driver's license, carry motor vehicle liability insurance, and must have current registration and inspection with the appropriate motor vehicle authority

iii. Lodging

Lodging should be restricted to the most cost-effective, standard accommodations available unless other arrangements have been approved in advance by the Appropriate Administrator. If an Appropriate Administrator, Designated Official, or other College employee travels with Students, it is prohibited for that individual(s) to share a motel/hotel room with a Student or Students. College employees should avoid the appearance of inappropriate behavior with students or promoting conduct among students that is in conflict with the missions of the College.

E. Compliance and Enforcement

Any College judicial or disciplinary action taken in response to an act committed during the course of Student Travel is governed by the procedures established in the student conduct code.

Although the College neither substitutes for nor interferes with independent legal procedures, there may be circumstances when the College will take action through its own applicable conduct or disciplinary processes. These circumstances occur when a student's off-campus actions are likely to interfere with the College's mission and function as an academic institution and violates established College policy or conduct codes.

Any disciplinary action taken by the College in connection with violations of this Policy and/or specific expectations for the travel experience shall conform to the guidelines set forth in the procedural standards of the applicable student conduct code. Additionally, the Vice President of Student Affairs or the Designated Official may take immediate disciplinary action under pressing circumstances. Such actions may include:

- Requiring a student to return to campus at their own expense;
- Suspending a student from further participation in an Event;
- Suspending a student from participating in further Student Travel; and/or
- Suspending a student on an interim basis pending investigation of circumstances.

F. Expense Reimbursement

Where prior approval has been made by the Appropriate Administrator or Designated Official, reimbursable travel expenses (including car mileage, meals, and lodging) are limited to actual and reasonable expenses incurred during student travel and only if incurred in accordance with College expense policy and the current reimbursement rates found on the College's Finance and

Business Services website, <https://finance.tcnj.edu/travel/>. Reimbursement in excess of these rates require original receipts and are subject to the prior approval of the appropriate supervisor, but cannot exceed the Federal Reimbursement Guidelines for that location.

The College is a tax exempt institution. However, in order for a student to receive tax exemption, he/she must pick up a Tax Exemption Form from the Student Finance Board office prior to traveling, and use it for purchases during the trip.

G. Emergencies and other Incidents while Traveling

The College, Designated Officials, or Appropriate Administrators, or other faculty staff member participating in Student Travel shall not be liable for any loss, damage, injury, or other consequence resulting from any individual's, group's, or Recognized Student Organization's failure to comply with this policy, other College rules and regulations, or international, national, state, or local civil or criminal codes of law while participating in student travel activities. Individuals are responsible for any violations or citations they receive while operating a vehicle, or otherwise, while traveling.

i. General Contact Information

Prior to travel, Students, Appropriate Administrators, and Designated Officials should be aware of the local emergency contacts and procedures for the jurisdiction they are in (including U.S. Embassy contact information for international travel).

In case of an emergency, dial 911, or local jurisdiction equivalent.

TCNJ Campus Police Services +1 (609) 771-2345

Email - tcnjpd@tcnj.edu

ii. Vehicle Accidents

The law enforcement agency/authority having jurisdiction for the location in which a motor vehicle accident occurs must be contacted and a police report must be filed for any Student Travel in which a student, faculty, or staff member is operating the vehicle. In the event that a police report cannot be filed, information regarding the other driver's name, address, home telephone, driver's license, vehicle description and plate number, insurance company name, phone and policy numbers must be taken. All Student Travel-related vehicle accidents (including accidents while utilizing a College-owned, rental or personal vehicle) must also be reported to the Appropriate Administrator as soon as possible.

iii. Breakdowns and Towing

If a College-owned vehicle breaks down or experiences any other mechanical problem which makes it no longer safe to operate, cease operating the vehicle immediately, locate a safe parking location, and contact the Appropriate Administrator. If operating a rental car, you must notify the rental car agency immediately. Individuals are responsible for making their own

arrangements if break downs or any other mechanical problems arise while operating a personal vehicle.

iv. Emergencies

If a student, faculty, or staff member, or any other participant of Student Travel encounters an emergency while traveling, dial 9-1-1 or local equivalent immediately. When appropriate and no longer in an emergency situation, notify the TCNJ Campus Police Services and, if possible, the Appropriate Administrator and/or the Designated Official about the situation. Should the Appropriate Administrator and/or Designated Official become incapacitated or otherwise in danger, students must notify the appropriate emergency agency/authority immediately.

REQUEST FOR AUTHORIZATION

THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL

Part I. Requestor/Sponsor Information

Name of College Employee Responsible for Trip: _____

Position /Title : _____

Administrative Unit/Organization: _____

Phones: Office _____ Cell _____ Email _____

Part II. Event/Trip Information

Purpose of Trip: _____

Destination : _____

Dates of Travel: Departure _____ Return _____

Total Number of Participants: _____ Number of Non-Student Participants: _____

Lodging Arrangements: Address and Phone Number Required

Phone () _____

Transportation Arrangements:

Vehicle: _____ Rental Car _____ Personal Car _____ Van _____ TCNJ Owned/Leased Vehicle
(circle one)

Common Carrier _____

Name(s) of Drivers: _____

Name of College Employee Available for Contact in Event of Emergency: _____

Phones: Office _____ Home _____ Cell _____

Part III. Travel Risks

Required Information/Documents:

List and describe any travel risks associated with this event: (e.g. geopolitical, recreational activities, weather)

Part IV. Appropriate Administrator Approval

Required Information/Documents:

- | | |
|--|---|
| _____ List of All Participants/Emergency Contacts | _____ Release/Indemnification Agreements |
| _____ Proof of Medical Insurance | _____ Medical/Emergency Treatment Authorization Forms |
| _____ Valid Driver's License, if applicable | _____ Attachment C |
| _____ Proof of Current Liability Insurance (For Personal Vehicle Use Only) | |

Approval Signature _____

Title: _____ Date _____

WAIVER, RELEASE, INDEMNITY AND PROMISE NOT TO SUE

THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL

I, the undersigned Participant, wish to travel to and participate in **EVENT NAME** (“Event”) scheduled to take place during the period of **START DATE AND TIME** to **END DATE AND TIME**.

In consideration of TCNJ’s permitting me to participate in the Event, I, intending to be legally bound hereby, understand, represent, acknowledge, and agree as follows.

I fully recognize that certain risks are involved in participating in the Event; such risks may include property damage, personal injury, death; and I voluntarily assume those risks.

I am wholly responsible for my own behavior and possessions during the Event. I will behave responsibly and professionally, follow directions of the employees and agents of TCNJ and engage in the Event in a prudent and cautious manner. I will not consume or be under the influence of any alcoholic beverages or non-therapeutic drugs while participating in the Event. I will not (i) act in any way that shall interfere with the lawful running or operation of the Event or (ii) engage in any type of conduct, which contributes to or causes injury to any person. I will not perform any tasks that I am uncomfortable with or feel unsafe doing.

I am responsible for all of my own loss, liability and expenses, including medical expenses in connection with the Event. I have provided TCNJ’s accompanying staff with all necessary medical and health information needed for my safe participation in the Event. I understand that I have the opportunity to inform TCNJ of any disability that I may have and to request a reasonable accommodation that would permit me to perform the essential functions of a participant in the Event. However, I represent that I have no physical, mental, psychological or medical condition that would prohibit me from participating or materially increase the risk to me or others of my participating in the Event. I am responsible for my own personal medical needs, including medical insurance coverage. I have adequate insurance to cover any medical expenses for any injuries that may arise out of the Event. I hereby authorize the employees and agents of TCNJ, at their discretion, to administer to or seek for me first aid and other emergency medical services and transportation for further medical care, but I acknowledge that they may not be present or may not elect or be able or competent to administer or seek such aid or services or transportation.

I will not hold TCNJ, the New Jersey Educational Facilities Authority, the State of New Jersey, Alpha Delta Colony of Delta Epsilon Psi, Delta Epsilon Psi Fraternity, Inc. or any of their respective trustees, directors, officers, employees, agents, students or volunteers (collectively, the “Releasees”) responsible for any personal injury (including death) or property damage that I might incur in connection with the Event, even if the negligence of any of the Releasees caused or contributed to such injury or damages. I will not sue or seek damages from any of the Releasees in any form, and I hereby waive and release any and all claims against each of the Releasees for personal injury (including death) or property damage, arising in any way out of my participation in the Event, even if the negligence of any of the Releasees caused or contributed to such injury or damages and I agree to indemnify, defend and hold each Releasee harmless from any such claims. I recognize that this release means I am giving up, among other things, rights to sue the Releasees for injuries, damages or losses I may incur.

I have read and do understand and agree to be bound by the above statements, which are true and accurate. My participation in the Event and the signing of this Waiver, Release, Indemnity and Promise Not to Sue are completely voluntary.

READ ABOVE CAREFULLY BEFORE SIGNING BELOW.

Participant's Printed Name

If Participant is under the age of 18 years, signature of parent or legal guardian is required.

I hereby voluntarily give permission for the Participant to participate in the Event and agree to be bound by the terms of this Waiver, Release, Indemnity and Promise Not to Sue.

Parent/Legal Guardian's Printed Name

Parent/Legal Guardian's Signature

Date

EMERGENCY CONTACT INFORMATION

THE COLLEGE OF NEW JERSEY - STUDENT TRAVEL

Emergency Contact #1 Name: _____ Relationship: _____

Address: _____

_____ Phone numbers Work: _____

Home: _____ Cell: _____ E-mail: _____

Emergency Contact #2 Name: _____ Relationship: _____

Address: _____

_____ Phone numbers Work: _____

Home: _____ Cell: _____ E-mail: _____