



# Student Travel Contract

This College trip requires a non-refundable deposit of \$\_\_\_\_\_ which must be paid by \_\_\_\_\_.

I, \_\_\_\_\_ Student ID# \_\_\_\_\_ will be responsible to pay

The College a Student Travel Cancellation Fee of \$\_\_\_\_\_ by \_\_\_\_\_ to cover incurred expenses

paid in advance by the College for me to attend \_\_\_\_\_ on the dates

\_\_\_\_\_.

1. Students traveling (on/off-campus events) should remember that they are representing the College and should conduct themselves in a professional manner. Any inappropriate behavior which violates the Student Code of Conduct may result in disciplinary action.
2. All students must complete a travel packet and attend a "Travel Etiquette Training" prior to departure by their advisor, coach, or designee to review all expectations and travel arrangements.
3. Underage drinking or use of illegal drugs is prohibited! It is also prohibited to sell alcohol to, buy alcohol for, or furnish or make accessible alcohol to anyone under 21. College funds are not to be used for the purchase of alcohol or drugs.
4. All planned events must be attended. It will be the student's responsibility to be prompt to all events unless excused by the advisor, coach, or designee.
5. Students traveling on their own will incur any expense for transportation not provided by the College.
6. Students shall stay in the assigned room given by their advisor, coach, or designee. There may be random room checks.
7. Any extra room charges incurred will be the student's responsibility (i.e. phone calls, room service, movies/ games, property damage, etc.).
8. Upon return, students must complete a travel reflection form within 10 business days.

I agree and understand, by signing below, to follow the above rules and regulations and the Student Code of Conduct while traveling on behalf of Palm Beach State College. I acknowledge, any violation of the above rules/ regulations or Palm Beach State College's Student Code of Conduct, may result in me being subjected to disciplinary action.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

Required if student is under 18:

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Print Name of Parent/Guardian

\_\_\_\_\_  
Date