



TRIPS AND ACTIVITIES TERMS & CONDITIONS

ACADEMIC YEAR 2026/2027

THE OFFICE OF STUDENT ENGAGEMENT (“THE OFFICE”)

All trips and activities described on the website are organized and administered by the Office of Student Engagement, within the Dean of Students Office. Hereinafter, "the Office" refers to the Office of Student Engagement. All official communications concerning trips and activities—including registration, documentation, withdrawals, refunds, switches, and academic conflicts—will be sent from and must be directed to tripsandactivities@johncabot.edu.

The only exception concerns sports trips: once the participant list has been finalized by the Office, all subsequent trip communications are handled by the Athletics team at athletics@johncabot.edu. Email addresses of other University offices appearing in this document (Health Insurance, Immigration Services, Community Standards, Dean of Students, Health and Wellbeing) are provided strictly for matters within their respective areas of competence.

1. EDUCATIONAL OBJECTIVES

Students participating in JCU-sponsored activities and trips can expect to:

- Engage in enriching cultural and athletic experiences
- Cultivate an appreciation for 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 environments while examining the intersecting dimensions of cultural identity, including (but not limited to) race, ethnicity, gender, nationality, religion, language, and class.
- Build confidence and practical experience for future independent travel.

2. GUIDING PRINCIPLES

John Cabot University sponsored trips are educational experiences. Participation is a privilege, not a right. Students are expected to contribute to a safe, respectful, and inclusive environment and to comply with all University policies and staff instructions throughout the JCU-sponsored event.

3. PROGRAM OVERVIEW AND SERVICES

JCU-sponsored trips are structured to provide a supported and organized experience. Participation includes:

- **Comprehensive Logistics:** Transportation, tour guides, meals, accommodation (see the Accommodation section below), entrance tickets, and other logistics are pre-arranged for all participants.
- **Transparent Communication:** Inclusions and exclusions of services are clearly stated in each activity or trip description and will be reiterated by group leaders via pre-departure emails. Students are responsible for reading and reviewing these descriptions carefully before registering.
- **Itinerary Access:** Participants will receive all logistical information, including itinerary, meeting point, and departure time, via their registered JCU email prior to departure.
- **Staff Support:** JCU staff accompany participants on each trip and serve as the primary point of contact, including in emergencies. Group leaders are not professional tour guides.

4. ELIGIBILITY

- Activities and trips listed on the website are reserved exclusively for currently enrolled John Cabot University students.
- Students **must be 18 years or older** to participate in any day or overnight trips and activities.

5. BOOKING AND REGISTRATION

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

Students are required to:

- Read the Terms and Conditions before registering. Registering for an activity or trip constitutes acknowledgment that the student has read, understood, and accepted them.
- Carefully read the trip and activity descriptions and verify that dates do not overlap when registering for multiple events. The University is not responsible for notifying students of overlapping registrations that may be processed by the payment system.
- Check and respect the deadlines clearly stated in each activity and trip description. Trips and activities have limited availability and are offered on a first-come, first-served basis.

- Monitor the email address provided at registration; all communications regarding trips and activities will be sent only to that address.

Athletics trips and activities: The Office of Student Engagement processes initial sign-ups and maintains participant lists for all trips and activities, including sports trips. Once a participant list is finalized by the Office, the Athletics team assumes responsibility for all subsequent communications regarding sports trips. Students registering for a sports trip should direct trip-specific questions to the athletics contact address listed in that trip's description.

6. TRAVEL REQUIREMENTS, ADMINISTRATIVE AND MEDICAL DOCUMENTATION

- **Identification:** All participants must carry their JCU ID or have the official JCU App on their phone throughout the activity or trip. The JCU emergency phone number is printed on the back of the ID and must be kept readily accessible at all times.
- **Group Travel:** 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.
- **Pre-departure process:** Submission of the mandatory pre-departure form is required.
- **Documentation:** Participants are responsible for ensuring they possess all necessary travel and/or sports documentation prior to departure. Students uncertain about their requirements should contact the Immigration Services office well in advance, participation is strictly contingent upon the possession of all required travel documents and the submission of all pre-departure forms.
- **Health and Travel Insurance:** Participants must maintain active, valid JCU CISI health insurance coverage (or an approved equivalent, per the [John Cabot University Student Handbook](#)) for the full duration of the trip or activity. Students uncertain about the status of their coverage should contact healthinsurance@johncabot.edu prior to departure.
- **Physical examination:** For sports trips and select cultural trips, 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.
- **Hiking gear:** For select sports trips involving hiking, participants must bring a functional pair of hiking boots. Boots may be rented from the Athletics team at no additional cost by signing a Boot Rental Agreement. Boots must be rented and returned clean and in good condition by the

specified deadlines. Failure to do so 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.

- **Compliance and Termination:** Failure to comply with travel protocols or to possess the required documentation will result in the immediate termination of participation. In such cases, the student will not be eligible for a refund, nor will they be permitted to join the group later or travel independently.

7. CONDUCT, BEHAVIORAL EXPECTATIONS AND TERMINATION

- Punctuality on the departure date and at all scheduled meeting points throughout the trip is mandatory. Students are responsible for their own time management. No refunds are issued for missed departures.
- University staff may modify itineraries when necessary to protect participant safety or respond to unforeseen circumstances (e.g., weather, strikes, safety risks). Students must comply with these decisions. Failure to do so constitutes a Student Code of Conduct violation.
- Students must follow all safety instructions provided by university staff, stay connected with the group during free time as directed, and immediately report any emergencies or concerns to staff on site.
- Any behavior that violates the Code of Conduct (outlined in the [John Cabot University Student Handbook](#)), or local legislation during JCU-sponsored trips or activities is strictly prohibited and may result in disciplinary action.
- The University reserves the right to terminate a student's participation in the activity or trip at any time. Grounds for termination include, but are not limited to misconduct, persistent failure to cooperate, disruptive or aggressive behavior, violation of local laws, or refusal to comply with staff instructions. In the event of dismissal for disciplinary reasons, the student will not be eligible for a refund and will be responsible for any additional costs incurred to return to Rome or leave the destination. For more information, please refer to the Code of Conduct (outlined in the [John Cabot University Student Handbook](#)).
- Students are expected to follow the [John Cabot University Student Handbook](#) while on JCU sponsored trips. Violations may be handled immediately with dismissal from the activity with no refund and students will be referred to the Community Standards Office upon return to the

university. Excessive alcohol consumption is strictly prohibited. Use of illegal substances is strictly prohibited.

- Any incident of sexual or gender-based misconduct occurring during a JCU-sponsored trip or activity should be reported immediately to the group leader on site and, upon return, to the Office of Community Standards (communitystandards@johncabot.edu) or the Office of the Dean of Students (deanofstudents@johncabot.edu), consistent with the reporting channels described in the [John Cabot University Student Handbook](#).

8. LODGING

- Participants must adhere to all rules and regulations set by the lodging 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 via email prior to departure. While JCU attempts to honor room preferences, room assignments are subject to change based on hotel policies. JCU is not responsible for last-minute changes made by the hotel.

9. PAYMENT POLICIES AND PAYMENT SYSTEM

- The payment system on the [Activities and Trips website](#) accepts credit card payments in Euros only.
- John Cabot University is not liable 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 is not liable if a trip or activity fills all available spots while a student is in the process of making a payment or retrying a failed transaction.

10. CANCELTATION/WITHDRAWAL POLICY AND REFUNDS

GENERAL WITHDRAWALS & UNIVERSITY CHANGES

- **Strict Post-Deadline Policy:** Once the withdrawal deadline passes, all trips and activities are strictly non-refundable. Withdrawal requests must be submitted prior to the deadline; any requests submitted after this date will be automatically rejected and are ineligible for a refund under any circumstances. Students are solely responsible for tracking and respecting these deadlines.
- **University-Initiated Changes:** Full refunds are issued if the University cancels a trip. Postponements allow students adequate time to confirm attendance or withdraw.

INSTITUTIONAL AND ACADEMIC CONFLICTS

- If a mandatory midterm, official make-up class, or academic field trip conflicts with a trip, eligibility depends strictly on the following deadlines:
 - **Before the Withdrawal Deadline:** Eligible for a full refund.
 - **After Withdrawal, Before Switch Deadline:** Eligible for a peer switch (transferring the spot to another student). No refunds or switches are permitted after the switch deadline passes.
 - Participation in a JCU trip never constitutes an excused absence. Students are strictly required to cross-reference their course syllabi and exam schedules before registering.
- To request a refund due to a scheduling conflict with an official academic advising appointment, students must:
 - Notify tripsandactivities@johncabot.edu within three business days of receiving the Registrar's scheduling email.
 - Provide official proof at the time of the request (e.g., the official advising appointment notice or Registrar communication).
- Conflicts with mandatory Italian immigration appointments (such as a Questura or permit-of-stay appointment) are evaluated on a case-by-case basis. Students must:
 - Report the conflict immediately—and no later than three business days of receiving the official email from the Immigration Office—to tripsandactivities@johncabot.edu.
 - Provide official documentation/appointment notices issued by the Italian authorities (for guidance, contact immigrationservices@johncabot.edu).

RELIGIOUS AND PERSONAL COMMITMENTS

- **Religious Holidays:** Students observing a religious holiday will be excused—and eligible for alternative arrangements or refunds—only if the Office (tripsandactivities@johncabot.edu) is officially notified by the Add/Drop deadline (the end of the first week of classes). Late notifications cannot be accommodated.
- **Personal Conflicts:** Refunds will not be issued under any circumstances for absences resulting from personal commitments, lifestyle choices, or independent arrangements.

MEDICAL EMERGENCIES ELIGIBLE FOR REFUNDS

Refunds are granted only and exclusively in the event of **hospitalization**¹ or **serious accidental injury**² that renders the participant physically unfit for travel. The condition must be officially certified either by JCU's designated doctor or by a General Practitioner affiliated with the Italian National Health Service. To process the refund, Notify the Office at tripsandactivities@johncabot.edu as soon as possible and submit the official doctor's note no later than three days after the trip or activity date.

11. SWITCH POLICY

Switches are permitted when a participant no longer qualify for a refund. Participants wishing to withdraw after the withdrawal deadline may transfer their spot to another student. To initiate a switch, students must immediately notify the appropriate team:

- tripsandactivities@johncabot.edu for cultural trips and activities
- athletics@johncabot.edu for sports-related trips

Each switch request is carefully evaluated by the Office based on the following:

- **Timing & Deadlines:** Requests must be submitted and completed by the switch deadline indicated in the trip description on the Activities and Trips website. Late requests will be automatically rejected. Students are strictly responsible for tracking and meeting these Office deadlines.
- **Waiting List & Finding a Replacement:** The Office will first contact students on the waiting list to check their availability. If no students are available or the waiting list is empty, the

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

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

participant assumes full responsibility for finding another student to take their place by the Office's deadline.

12. LIABILITY, ASSUMPTION OF RISK AND DISCLAIMER

- 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.
- 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." For purposes of this policy, "force majeure" refers to extraordinary events beyond the University's reasonable control, including natural disasters, war, terrorism, government action, strikes, or public health emergencies.
- Students acknowledge that JCU will not be responsible for any injury or damage taking place after the student deliberately left the premises, activities or facilities falling under JCU's staff supervision.
- This policy, and any dispute arising from participation in a JCU-sponsored trip or activity, is governed by Italian law, with jurisdiction resting with the competent courts of Rome.

13. 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>.