



TRIPS AND ACTIVITIES TERMS & CONDITIONS

ACADEMIC YEAR 2024/2025

JCU-sponsored activities and trips must be booked online by visiting the [Student Life](#) section of the official John Cabot University website page. For more information, please email the Student Life team at tripsandactivities@johncabot.edu

EXPECTATIONS

Students signing up to JCU sponsored activities and trips should expect:

- To gain new cultural and athletic experiences
- To embrace linguistic and cultural diversity
- To build skills to engage with and learn from different perspectives and experiences.
- To display higher levels of respect and have a greater taste for consuming art, sports, and culture.
- To enhance empathy and critical thinking
- To explore new places, multiple and intersecting dimensions of cultural diversity (including, but not limited to, race, ethnicity, gender, nationality, religion, language, and class)
- To gain travel experience and build confidence to travel independently in the future.

Advantages of signing up to JCU sponsored activities and trips:

- Transportation, tour guides, meals and accommodation (please see Accommodation section below), ticket entrances, etc., are pre-arranged for all participants. What is included **OR** not included in the participation fee is clearly stated on each activity and trip's description and will be reiterated by the group leaders during the mandatory meeting prior to the trip. Students are responsible for reading and checking the descriptions carefully before registering.
- The trip itinerary is provided to the students at the mandatory meeting prior to the trip. The group leaders hold the meeting. Information and details regarding the compulsory meeting's time, date, and location are clearly stated on each activity and trip's description. Such information will be reiterated to all participants through a reminder email using the email that the students entered upon reservation.
- John Cabot University Staff members will accompany the participants on each trip. They will be a resource for the students, especially in emergencies during the activity or trip. JCU group leaders are **NOT** professional tour guides but are extremely well-traveled staff members with experience in leading groups. Group leaders will do everything reasonably possible to assist participants in providing the necessary information they may need while traveling.

PARTICIPATION REQUIREMENTS

- Students are required to read the Terms and Conditions before signing up. By registering to an activity or trip, students acknowledge they have read, understood and accepted the Terms and Conditions.
- Students must be currently enrolled at JCU to participate in any activity or trip.
- The activities and trips described on the website are for John Cabot University's current **students ONLY**.
- Students **must be 18 or older** to participate in any day or overnight trips and activities.
- Participants must return to Rome with the group at the agreed time and location. Making their own way to Rome on a different date, time or by the student's own means of transport or public transportation is not permitted.
- All participants must bring and keep their JCU ID throughout the activity or trip. The JCU emergency phone number is on the back of it and must always be at the participant's disposal in emergency situations.
- Students are responsible for completing the registration by preset deadlines. Trips and activities have limited spots and are offered on a first-come-first-served basis.
- Students are responsible for reading the trips and activities' descriptions and dates visible on the Activities and Trips website page, and make sure dates do not overlap in case of multiple trips sign-ups. The University cannot be held responsible for not notifying the student of any overlapping trips sign-ups the payment system might register under their name.
- Participants must attend the pre-departure mandatory trip meeting and complete the pre-departure mandatory form. Information on how to complete these two complementary mandatory steps will be sent via email (Please see the section "Email Communication" below). The meeting point, departure time, trip itinerary, JCU student policies, and travel tips will be provided at the meeting. Should participants not be able to attend the pre-scheduled meeting, they are responsible for notifying the Student Life Team as soon as possible by emailing tripsandactivities@johncabot.edu or athletics@johncabot.edu (for sports trips) and reschedule an individual meeting. Completion of both steps is a mandatory requirement (Please see section "Termination of Participation in trip/activity" below).
- Sport trips and select cultural trips (as indicated in the relevant trip description), as required by Italian Law, require a physical examination, either basic ("Visita medica di sana e robusta costituzione) or competitive ("Visita medica agonistica"), issued by a sports doctor acting on

behalf of the Italian National Health Care System. Participants are responsible for submitting such documentation by the deadlines set by the Office.

- For select Sports Trips that include hiking, participants are required to bring a functional pair of hiking boots. Participants may rent a pair of hiking boots from the Athletic Department at no additional fee by signing and accepting a Boot Rental Agreement. As per agreement, hiking boots must be rent and returned clean and in good condition by the deadlines set by the Office. Failing to meet both the deadlines and hiking boots' good conditions will result in a fee to pay accompanied by a hold on the student's academic account. This hold will be lifted once all associated fees have been paid at the JCU business office.

DOCUMENTATION

- It is the student's responsibility to acquire all the necessary travel documentation prior the departure and by the deadlines set by the Office. (Please see section "Termination of participation in trip/activity" below).Contact the Immigration Services office if you are unsure you have the proper documents to travel.
- It is the student's responsibility to travel with all necessary travel documentation, including their JCU ID Card.
- It is the student's responsibility to submit all the necessary sports documentation prior to the departure date and by the deadlines set by the Office. (Please see section "Termination of participation in trip/activity" below).

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 their own expense. Please click [here](#) to read the John Cabot University Student Handbook for more information.

ACCOMODATION

- Participants must follow restoration and hotel rules while on JCU-sponsored trips.
- Due to the establishment's availability, participants might share twin, triple, or quadruple rooms if necessary. The establishment's rooms will be available to the students the day of the pre-departure mandatory meeting, and might be subject to change in case of last-minute Hotel's need.

- Participants will be given the possibility to choose the type of room they want to share with other students according to availability. The University cannot be held responsible for any last-minute change as a result of the Hotel's decision.

PAYMENT POLICIES AND PAYMENT SYSTEM

- All JCU-sponsored trips and activities **MUST** be booked through the Activities and Trips website page **ONLY**. Registrations must be submitted by the payment deadline ("Last day to register and pay"). Students are responsible for checking the deadlines clearly stated on each activity and trip's descriptions visible on the Activities and Trips website page.
- The Activities and Trips website page payment system accepts payments in Euros or Dollars made via credit card **ONLY**.
- The University cannot be held responsible for declined or incomplete transactions caused by the following circumstances (non-exhaustive list):
 - Online booking system error
 - Credit card limit/restrictions
 - Incorrect payment information
 - Expired or deactivated credit card
 - Hold placed on credit card
- The University cannot be held responsible for overbooking due to technical problems encountered on the Activities and Trips website page payment system. In the event of overbooking, if the payment was nonetheless received by the University, the student will be refunded.
- The University cannot be held responsible if a trip or activity sells out as the student is in the process of paying or retrying a failed transaction.

CANCELATION/WITHDRAWAL POLICY AND REFUNDS

- All trips and activities are not refundable after the withdrawal deadlines indicated on each trip and activity's description visible on the Activities and Trips website page.
- Students who previously reserved an activity or trip may request to withdraw, provided that withdrawal requests are notified by the deadlines indicated on each activity or trip's description visible on the Activities and Trips website page. Withdrawal requests made after the deadlines will not be accepted, and participants will not be deemed eligible for a refund.
- Should the trip be canceled by the University, students will be notified via email and fully refunded.

- Should the trip be postponed, the students will be notified via email with adequate notice in order for them to confirm their attendance or withdraw from it.
- If a midterm is scheduled the same day as the day trip or activity, and the withdrawal deadline has not passed, students are allowed to withdraw and get a refund.
- If a midterm has been scheduled the same day as the day trip or activity, and the withdrawal deadline has passed, but the deadline to complete the switch has not, students may switch with another student (please see the Switch section below). After this deadline, students are no longer eligible for a refund.
- If a make-up class/academic field trip is scheduled the same day as the day trip or activity, and the withdrawal deadline has not passed, students are allowed to withdraw and get a refund.
- If a make-up class is scheduled the same day as the day trip or activity, and the withdrawal deadline has passed, but the deadline to complete the switch has not, students may switch with another student (please see the Switch section below). After this deadline, students are no longer eligible for a refund.
- Considering all the above points, and with the aim of avoiding any difficulty with the organization and/or finalization of the trip or activity, students are responsible for, and not exempted from, checking their class schedule and syllabus before committing to a trip or activity.
- The participant is responsible for communicating their absence for advising appointments within three business days of receiving the Registrar's email regarding the appointment to be eligible for a refund. It is the student's responsibility to bring proof of the academic conflict (advising appointment email, note or email from a professor, copy of the syllabus, etc.) at the time of the refund request to qualify for the refund.
- Refunds for failure to attend trips and activities due to commitments with the Italian Immigration Authorities will be evaluated on a case-by-case basis. Students are responsible for reporting and communicating with the Office any potential conflicts as soon as they become aware of them, and in any case within three business days from the receipt of the Immigration Office's email notification. Please, contact immigrationservices@johncabot.edu for any additional information.
- Refunds are offered **ONLY AND EXCLUSIVELY** if the following unforeseen events occur:

- Hospitalization¹ and serious accidental injury² that makes the participants unfit for travel. Such condition must be certified by JCU's doctor or by a General Practitioner acting on behalf of the Italian National Health Care System by:
 - 1) Emailing tripsandactivities@johncabot.edu and informing of the unforeseen event and consequent absence from the trip/activity as soon as possible.
 - 2) Sending the doctor's note to tripsandactivities@johncabot.edu as soon as possible and no later than three days after the trip or activity took place. Please contact health@johncabot.edu for any additional information regarding the procedure for the issuance of a doctor's note.
- Absences requests due to other meaningful personal conflicts, such as improcrastinable family issues, job interviews, family celebrations, travel difficulties, student misunderstandings, or personal commitments, will not be excused, and refunds will not be issued after the withdrawal deadlines.
- Students that need to observe a religious holiday will be excused provided that the Office was notified by the deadline of the Add or Drop a Class period (first week of classes).

SWITCH POLICY

- Switches are possible in case the participant does not qualify for a refund.
- Participants who want to withdraw from a trip or an activity, but do not qualify for a refund because the withdrawal deadline has passed, may leave their spot and switch with another student. Students are responsible for **immediately** notifying the Office by emailing tripsandactivities@johncabot.edu or athletics@johncabot.edu (for sports trips). Each situation will be carefully evaluated by the Office, taking into consideration three main factors:
 - **Timing**. Requests for switches must be notified by the deadlines indicated on each activity or trip's description on the Activities and Trips website. Requests made after the deadlines will not be accepted.
 - **Deadlines set by the Office**. Students are responsible for completing the switch by preset deadlines. Should this not occur, the Office will ultimately reject the switch.
 - **Availability of students on the waiting list**. The Office will contact the students on the waiting list to inquire about their availability. Should all students on the waiting list not be available, or in case of an empty waiting list, the participant will be responsible for searching

¹ Care in a hospital that requires admission as an inpatient and usually requires an overnight stay.

² Bodily injury to a person as a direct result of an accident, and requires examination and treatment by a physician.

for a student by the deadline set by the Office. Please refer to each activity and trip's description on the Activities and Trips website page to determine the deadlines for switches.

EXCUSED ABSENCES

Participating in a JCU-sponsored trip or activity is not an excused absence. Students are responsible for checking their class schedule before committing to a trip or activity.

TERMINATION OF PARTICIPATION IN TRIP/ACTIVITY

- Abiding by the instructions received prior to and at the pre-departure meeting and punctuality on departure date are mandatory. Therefore, no refunds will be available in case of an unjustified missed departure. Students failing to show up on time on departure date will not be granted a refund, nor will they be allowed to make their own way to the trip to join the group on a later time or date
- Submission of the pre-departure form and attendance to the pre-departure meeting are complementary mandatory requirements. Failing to complete either of the above mandatory steps will result in the termination of participation in the trip or activity. Students will not be deemed eligible for a refund, nor will they be allowed to make their own way to the trip to join the group at a later time or date.
- Failure to travel due to insufficient travel and/or sports documents will result in the student's termination of participation in the trip or activity, and will not entitle the students to a refund, nor will they be allowed to make their own way to the trip to join the group on a later time or date.
- It is in the best interest of both the Group Leaders and student group to prioritize safety and minimize risks. Consequently, if deemed necessary by Group Leaders or Chaperones, changes will be made to the itinerary. Participants not complying with the Group Leaders' or Chaperones' decisions, may cause the University to terminate the continuation of the participant's trip or activity, if deemed appropriate by the University. The same termination will occur if deemed appropriate by the University due to the student's misconduct or failure to cooperate during the trip or activity.
- The University reserves the right to cancel or postpone the trip or activity (Please see the section "Cancellation/Withdrawal Policy and Refund" above).

EMAIL COMMUNICATION

All communications regarding trips and activities will be given via email. The staff will exclusively use the email address that was provided by the student within the reservation of the trip or activity. The student shall be responsible for checking such email address regularly.

DISCLAIMER STATEMENT

While every effort is made to ensure a safe trip, the University cannot be held responsible for any accidents or damages solely caused by the student's fault, negligence or misconduct or by "force majeure".

ASSUMPTION OF RISK

- 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.
- Students acknowledge that JCU will not be responsible for any injury or damage taking place after the student deliberately left the premises/activities/facilities falling under JCU's staff supervision.
- All JCU students acknowledge the potential risk of exposure to COVID-19 in Italy. Furthermore, residents recognize that residing in JCU Housing or using JCU facilities does not per se exempt them from the risk of exposure to COVID-19. The University is committed to monitoring and remaining compliant, to the best of our abilities, with the Italian authorities' public health and safety mandates. All JCU students are expected to always comply with Italian government-issued public health and safety guidelines, as well as rules and expectations for behavior as mandated by JCU, such as face-mask usage, handwashing, social distancing, and urgent health need reporting procedures. Students who are aware of non-compliant behavior that risks the safety of the JCU community, whether related to COVID-19 or not, should report these concerns to a JCU administrator immediately.

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>.