

# Traveler Responsibilities

## Traveler Behavior and Expectations<sup>3</sup>

The Lee College Student Code of Conduct applies to all travelers—students and nonstudents—**prior to and during a program**. Program participants not adhering to the Student Code of Conduct in its entirety are subject to disciplinary action and possible dismissal from the program both prior to or during the program itself at the traveler's expense.

**General Statement on Personal Conduct & Behavior:** The following list of guidelines are intended to govern traveler behavior while traveling to, visiting, and returning from travel to other cities and countries, as well as on-campus insofar as it relates to interactions with one another and the faculty program director.

- During the program itself, travelers are subject to the laws of the host country regarding minimum drinking age and drug use. Travelers who violate host country laws risk immediate dismissal from the travel program and will have to return home at their own expense. Travelers who are found in possession of an illegal weapon as defined by the Code of Conduct or by the laws of the host country will be subject to Lee College disciplinary statutes and any other applicable law. Upon review of the incident, travelers in possession of an illegal weapon or illegal or controlled substance may also face possible dismissal from the program. Travelers who possess, use, manufacture, produce, sell, exchange, or distribute substances or drugs illegal under Texas law will face immediate disciplinary action regardless of the violation of the local laws of the host country. Depending on their severity, behavioral problems that occur on trips will be dealt with through warnings, probation, and/or possible return home at your expense.
- These trips are not designed as party sessions -- you are there as ambassadors for the College and guests in a host city or country. All behavior, including travel to, within, and from host cities/countries, be governed by good taste and common sense. If you have a question as to what constitutes "good taste and common sense," please consult the program director.
- You will not consume or possess drugs/narcotics unless they are prescribed during travel or during on-campus activities. All prescribed drugs should be accompanied by a prescription from a physician and stored in the original pharmacy container. If you violate this policy, you will not only be sent home but could face possible suspension or expulsion from the College.
- You will conform to all of the requirements for behavior as set forth in the Lee College Student Handbook and the travel handbook, whether on or off campus while you are associated with this travel program.
- You will moderate your language and behavior (vulgarity, inappropriate displays of emotion, etc.) during travel, as well as during on-campus activities.
- Cigarette smoking, vaping, and/or dipping is not allowed on buses/vans, airplanes, or in hotel rooms. Trips should not be held up because of smokers — they should plan their smoking breaks in conjunction with scheduled or necessary trip stops (gasoline, bathrooms, scheduled excursions, etc.). If you are caught violating the policies of host countries or the college, you may be sent home at your expense.

Traveler signature on this page:

- You must refrain from excessive and/or inappropriate fraternization residents of host countries during travel programs. This includes public displays of affection, alcohol use, illicit substance use, etc. In addition, you will adhere to the program director's set curfews, any hotel policies, and the Lee College code of conduct. This means you may not spend the night in other travelers' rooms (other than the one to which you've been assigned), or other sponsors' or tour guides' rooms. You must be in your room for the evening according to the curfew set by the program director. Further, upon arrival at hotels, you will remain in your assigned room once the program director has signaled that the team activities are done for the day/evening unless you have received the express consent of the program director.
- For any travelers who are dating one another, you are expected to deport yourself in a professional manner.
- You will refrain from derogatory or provocative comments other travelers, group leaders, adults, sponsors, tour guides, residents of a host country, etc. before, during, and after travel.
- You will treat other travelers, group leaders, adults, sponsors, tour guides, and residents of host cities/countries with respect and kindness. While disagreements may arise, you are expected to be respectful of one another. This is not intended to discourage good natured joking or limit your right to disagree, but there will remain an expectation of civility.
- You will make a good faith effort to be on time for all activities (departure, meals, events, meetings, and/or excursions during a travel program). Failure to be punctual is inconsiderate of other paying members of the travel program and may thus result in your being left behind and missing an activity, bus ride, meal, or flight.
- You will remain with and participate in all assigned group activities. Excursions outside the group require program leader permission, regardless of traveler's age.
- You will make every effort to submit documentation, medical disclosures, copies of driver's licenses, copies of passports, etc., to your program leader in a timely manner.
- You will provide your share of tip monies as requested by the program director prior to departure. These funds are for the 24/7 tour guide provided by the travel company.
- Please help keep the charter buses clean and orderly. The drivers who accompany us work hard to keep us safe while on the road; the least we can do is keep the bus neat.
- Be a good "ambassador" of Lee College, whether on-campus, in the Baytown community, or while on the road. Behave in a manner consistent with the ideals set forth by the Team.
- If our trip involves air travel, you must have state-issued photo ID or a passport and pack your suitcases and carry-on luggage in accordance with TSA regulations.
- Don't waste your per diem funds (if applicable). While we do stay at hotels with continental breakfasts whenever possible, you are expected to eat and manage your health and physical stamina.

Traveler signature on this page:

### **Program Fees**

International travel: All fees shall be handled directly by the third-party travel company. All payments made toward the cost of the trip shall be made directly to the third-party travel company.

Domestic travel: Trip fees shall be managed by the program lead instructor and international education committee chairperson. All fees are to be paid prior to departure.

### **Additional Travel Expenses**

Traveler acknowledges that additional expenses may occur before or during travel. These may include:

- some meals, snacks, beverages
- spending money
- extra activities not listed as part of the program's itinerary

### **Prescription Medications**

- Take a photo of container and its label
- Take in original container and declare it if asked to any customs agent

Traveler agrees to bring, label, and make the trip chaperones aware of all necessary/life-saving medications and life-threatening medical concerns.

### **Airport/TSA Etiquette**

Traveler understands the following expectations:

- Identify the exact airline and airport location prior to the departure date
- Check flight times the day before
- Arrive AT LEAST 2 HOURS PRIOR to departure of any flight
- Pack only what you can carry by yourself (e.g. 1 rolling suitcase, 1 backpack)
- Keep a carry-on with you at all times with essentials (medications, a change of clothes, toothbrush/toothpaste, passport, ID)
- Expect to pay additional fees for oversized and/or additional bags
- No fruits/meats allowed between countries (usually this includes bottled beverages and items purchased outside the airport also)
- Purchase snacks and beverages in the airport to take on the plane
- **DO NOT joke about suspicious or illegal items or activities at any point during the trip, but especially not in an airport or with a TSA or customs agent**
- Comply with TSA practices: TSA may require removal of items of clothing, opening of bags, or searching of personal items.

### **Etiquette in Host Countries**

For international trips, traveler understands the following:

The following are summarized from "Travel Etiquette: Golden Rules to Follow When You Travel Abroad" (<https://expatexplore.com/blog/travel-etiquette-golden-rules-to-follow/>):

- Learn about where you're going before you get there!
- Learn some of the language and practices. For example, some finger signs or head gestures are considered rude in other countries.
- Allow locals to go about their routines; you're the visitor!
- Be kind and polite.
- Follow their rules! For example, bike lanes in European countries are strictly for bikes.
- Try the local cuisine, and be respectful. Also, research how and when to tip a server.

Traveler signature on this page:

- Do not share controversial opinions or litter.
- Research whether or not you can bargain when shopping.

### Customs

When entering a country, including the USA, travelers will go through customs, where they will share their passport and identification information with the agents and answer all questions honestly and cordially.

### Exclusion and Termination of Participants

The following is a non-exhaustive list of reasons for which an individual's participation in a short-term program could be excluded or terminated:

- Failure to follow Lee College Student Code of Conduct and/or the guidelines set forth in this handbook
- Participation in illegal activity
- Severe illness requiring medical attention in participant's home country

Travelers who are dismissed from a study abroad program for disciplinary reasons are immediately ineligible to participate in future Lee College travel activities, whether domestic or abroad. **Individuals dismissed during a program will be responsible for all expenses incurred from the time of dismissal forward including, but not limited to, housing, in-country transportation, airfare, and meals.** Travelers dismissed prior to the start of the program are responsible for all unrecoverable expenditures made on their behalf.

### To-Do List Before Travel

Traveler understands and agrees to:

- Register for appropriate travel experience via travel company
- Apply for a passport (if necessary for international destinations)
- Supply any necessary documentation for international travel (visas, passports, green card, etc)
- Apply for travel insurance with the travel company or temporary medical insurance
- Gather necessary documents, including: medication lists, medications, medical equipment, prescription information, passport, driver's license, medical release form, health disclosure form, proof of medical insurance (temporary insurance is available), travel scholarship application, handbook participation agreement, proof of enrollment
- Keep a backpack or small carry-on with essentials on your person during travel (don't check everything you own at the airport; keep ID, passport, change of clothes, toothpaste/toothbrush, medicines, etc., with you during travel)
- **For international programs only:** Provide the tour leader a clear photocopy of your passport, F-1 Visa, or any other mandatory documentation required for you to travel out of/into the U.S. (Note: Passport cannot expire within six months of travel dates.)
- Traveler understands they are responsible for all fees and documentation prior to departure
- Follow the packing list<sup>4</sup>
- Attend mandatory pre-departure meetings

Traveler signature on this page:

- Maintain good standing with the college. Disciplinary measures incurred prior to departure may result in the student's dismissal from the program at the traveler's expense.

**Student Responsibilities After Travel**

- Scholarship recipients shall participate in at least one (1) presentation, informational meeting, or other travel program recruitment effort during the semester immediately following their return.

## ***STUDY ABROAD PROGRAM PARTICIPANT AGREEMENT***

This Participant Agreement (hereinafter "Agreement") is entered into by and between LEE COLLEGE ("Lee"), and (name of traveler) (hereinafter "traveler") concerning traveler's participation in the Travel Program (hereinafter "the Program"), held from \_\_\_\_\_ to \_\_\_\_\_(dates).

WHEREAS, Lee has given permission for traveler to participate in the Program; and  
 WHEREAS, traveler acknowledges, warrants and represents that traveler has received and fully read and completely understands the information provided by Lee in the Program packet and the practical information booklet and that traveler has been fully advised as to the cultural, safety, and health differences and problems presented thereby and numerous potential problems and precautions of the Program; and

WHEREAS, traveler wishes to participate in the Program; and

WHEREAS, traveler and Lee intend to be legally bound by the terms of this Agreement including traveler's releases and indemnity of LEE and in consideration of the permission granted by LEE to traveler to participate in Program;

LEE AND traveler AGREE AS FOLLOWS:

**RELEASE**

1. Traveler acknowledges the participant agreement and agrees to abide by all rules and regulations explained therein, as well as any that are recommended during travel by the airline, host country, tour guide, or chaperones.
2. Traveler hereby releases, discharges, and agrees to hold harmless LEE, LEE's governing board ("Board"), and each of its trustees, agents, employees, representatives and volunteers, from any and all liability arising out of or in connection with traveler's participation in the Program. For purposes of this Release, liability means all claims, demands, losses, causes of action, suits or judgments of any kind that traveler or traveler's heirs, executors, administrators and assigns may have against LEE, Board, and any of their trustees, agents, employees, representatives and volunteers, because of failure to pass any course or class or obtain any particular grades, personal injury, accident, illness or death, or because of any loss, or damage to property that occurs to any person including traveler or his or her property during the program and that results from any cause including but not limited to LEE's, Board or their trustees', agents', employees', representatives', or volunteers' own passive or active negligence or other acts other than fraud, willful misconduct, or violation of the law.

**INDEMNIFICATION**

3. Notwithstanding any insurance coverage which may be in effect and in addition to any additional undertakings referred to herein, traveler, to the extent allowed by law, shall defend, indemnify, and hold harmless LEE, Board, and each of their trustees, agents, employees, representatives and volunteers from any and all liability, claims, losses, expenses, judgments, or demands, including the obligations of LEE, Board and their trustees, agents, employees, representatives and volunteers on account of any similar

Traveler signature on this page:

Agreement LEE, Board, and each of their trustees, agents, employees, representatives and volunteers has with traveler, including demands arising from injuries or death of persons and damage to property, arising directly or indirectly out of Traveler's participation in the Program, save and except for claims or litigation arising from the willful misconduct of LEE and traveler will make good and reimburse LEE, Board, and each of their trustees, agents, employees, representatives and volunteers for any expenditures, including reasonable attorneys' fees that LEE, Board, and each of their trustees, agents, employees, representatives and volunteers may make by reason of such matters, and if requested by LEE, Board, and each of their trustees, agents, employees, representatives and volunteers, traveler to defend such suit at the sole cost and expense to traveler.

**Traveler**  
**Initials:**

**ACKNOWLEDGMENT OF INHERENTLY DANGEROUS ACTIVITIES  
AND ASSUMPTION OF RISK THEREOF**

3. Traveler acknowledges that the countries of \_\_\_\_\_ and which the Program may involve may have health and safety standards substantially below those enjoyed in the United States and that the traveler may be subjected to potential risks, illnesses, injuries, and even death. Traveler acknowledges the inherent hazardous and precautionary nature of the program and voluntarily participates therein and assumes all risk of illness, injury, or death from traveler's participation therein. Traveler represents and warrants that traveler is mentally and physically fit, capable, and able and willing to participate in this program and be subjected to the potential inherently hazardous and dangerous activities without limitations.

**Traveler**  
**Initials:**

**PERSONAL PROPERTY**

4. LEE assumes no liability or responsibility whatsoever for any personal property of traveler brought on the Program.

**CONDUCT**

5. Traveler agrees that throughout the Program, Traveler will conduct him or herself in accordance with all applicable statutes, ordinances, and other laws included but not limited to the LEE Student Code of Conduct, all Program rules established by the LEE and laws, regulations, orders, and requirements of duly constituted public authorities of the countries or states where the Program takes place. Traveler understands and agrees that use or possession of narcotics, or any other illegal substance on the Program is expressly prohibited. Traveler further understands that his or her violation of any rules, regulations, and/or orders of LEE personnel and/or any other lawful authority or abuse of alcoholic beverages is grounds for immediate expulsion from the Program. Traveler shall indemnify and hold harmless LEE, Board, and each of their trustees, agents, employees, representatives and volunteers from the consequences of any violations of such orders, laws, rules, regulations, ordinances, and all claims for damages resulting from such violations including reasonable attorneys' fees. Traveler further agrees that the LEE's supervisory personnel on the Program have the right to terminate traveler's participation in the program if it is determined by them that traveler's conduct violates any of the above-described laws and rules, or is detrimental to traveler or other students or supervisory personnel, or in conflict with the Program, or is out of harmony with the best interests of the group as a whole, or in which event traveler shall return home at traveler's own expense. Traveler further agrees and understands that the violation of any rules or regulations may be just cause for suspension or expulsion of traveler from College. In the event traveler is returned home, traveler agrees no monies paid for in connection with the Program will be refunded.

Traveler signature on this page:

## **RESPONSIBILITY**

6. Traveler agrees and warrants that LEE cannot and shall not be held responsible in any way for traveler safety needs or well-being during any period in which traveler is not directly participating in the Program (including off hours and breaks), and further recognizes that traveler does not have the right to use traveler's automobile or to provide traveler's own transportation for any time during the Program. In the event traveler uses transportation other than that provided by the Program during the Program or any break there from, traveler acknowledges and agrees that traveler shall be fully liable for all accidents or losses arising out of traveler's use of traveler's automobile or transportation, and that any insurance provided by the travel contractor will not cover such and traveler hereby releases and discharges LEE, Board, and each of their trustees, agents, employees, representatives and volunteers from all liability for such use as set forth above in the paragraph entitled Release and the Paragraph entitled Indemnification.
7. Study abroad participants are not allowed to travel independently of the group, and agree to consistently communicate with the program director, supporting faculty, or assistant about their whereabouts during any off hours and breaks.

## **WAIVER**

8. This Agreement contains the entire understanding of the parties. There are no representations, covenants, or warranties by District other than those expressly stated therein. No waiver or modification of any of the terms hereof shall be valid unless in writing and signed by the District. The waiver by LEE with respect to any breach of any term, covenant, or condition herein contained shall not constitute a waiver as to any breach that may occur in the future.

## **INSURANCE**

9. Traveler understands and agrees that LEE assumes no liability for any medical, hospital, other health care provider, and/or related expenses incurred by traveler while on the Program. Traveler understands and agrees that as a condition for participation in Program, traveler must have an International Student Identification Card (ISIC), which includes a limited emergency health insurance policy. Traveler understands that such insurance is limited and may not cover traveler for all medical expenses. LEE recommends that traveler obtains supplemental health insurance covering any and all medical expenses traveler may incur while in the Program including, but not limited to, hospitalization expenses. Traveler shall also be responsible for carrying traveler's own liability insurance, including insurance covering any driving that traveler may undertake. Traveler agrees that traveler will be personally responsible for any and all medical, hospital and/or related expenses incurred by Student while in Program and any breaks.

## **MISCELLANEOUS**

10. Traveler further agrees as follows:
  - a. LEE does not in any way warrant or represent as to the conditions or standards of the living arrangements for traveler or assure that different students on the Program will have equal accommodations or accommodations with the same proximity to the classes. There is a lot of variety in the living arrangements, and the general standard may be substantially below that which traveler has experienced in the United States. This is particularly true of third world countries and old cities such as Florence or Paris.
  - b. Traveler acknowledges that in living and traveling in major international cities abroad, traveler may experience problems associated with urban living--increased crime, pollution, high population density, or standards of living and health standards that are not equivalent to life in the United States. Traveler must take every precaution to safeguard traveler's health and to protect personal belongings from damage or theft. Being alone, particularly at night, may present additional dangers to traveler's safety and well-being. LEE recommends traveler never travel alone, particularly at night.

Traveler signature on this page:

- c. Women may experience unique difficulties while abroad. Although the rate of violence towards women, including rape, is higher in the United States than in many other countries, the mere fact of facing the unfamiliar can raise traveler's anxiety level which may be compounded by language and cultural differences and by the unfortunate fact that people in other countries have acquired knowledge of United States women through distorted and stereotyped media images used in televisions, movies and advertising.
- d. If traveler, while participating in a LEE-sponsored program excursions or outings, wishes to have family and friends participate, LEE's representative must give written permission and such family or friends must sign a separate Agreement provided by LEE releasing and indemnifying LEE from any and all injury or damages that which said family or friends may sustain while participating in such activity. This statement applies only to those persons who are not registered participants in the study abroad program.
- e. Traveler acknowledges that LEE reserves the right at any time prior to or during the Program to make cancellations, changes, or substitutions in emergencies or changed conditions or in the interest of the group and to alter prior to Program departure the costs in order to meet unexpected changes in air fares, hotels, or other living accommodations and the like as the amount of the fees is based on current tariff rates and expenses that are subject to change. Traveler acknowledges that such alternates may create greater risks than the original plans.
- f. Traveler understands that if traveler incurs and fails to pay any financial obligations for the Program, and/or pursuant to the terms of this Agreement including damages to living or educational accommodations, unpaid fees for travel, contractor services, etc., such failure may cause traveler's grades and records to be withheld until such financial obligations are satisfied by traveler.
- g. Traveler agrees to advise LEE immediately of any incident that involves or causes any harm to traveler. If traveler decides to leave Program, traveler shall advise in advance LEE's representative.
- h. Traveler understands in order to attend the travel abroad experience, traveler must not be on academic probation and must be in good standing with class attendance and college policies regarding student conduct.
- i. Travelers who are not current LEE students hereby agree to abide by all expectations set forth in this document.

**AUTHORITY**

Traveler represents and warrants that he or she is eighteen (18) years of age or older, has the authority to execute this Agreement, and is not under the guardianship, conservatorship, or other legal authority.

Traveler: I acknowledge to have carefully read this entire Agreement and understand the potential dangers incident to engaging this activity and am fully aware of the legal consequences of this Agreement and agree to its terms and understand that I am releasing and waiving certain rights and assuming the risk of injury and damage from my participation in the Program.

Traveler Name: \_\_\_\_\_

Traveler Signature: \_\_\_\_\_

Traveler signature on this page:



Title: \_\_\_\_\_ Date: \_\_\_\_\_

(If minor) The undersigned parent/guardian acknowledges to have read and understood the above Agreement and understand the potential dangers incident to minor traveler engaging in this activity and is fully aware of the legal consequences of this Agreement and agree to its terms and releases and waives certain rights and assumes the risk of injury and damage of the traveler from traveler's participation in the Program.

Name of Parent or Guardian if traveler is under 18:

\_\_\_\_\_

Signature of parent or guardian if traveler is under 18:

\_\_\_\_\_

Date: \_\_\_\_\_

Traveler signature on this page: