

Application for Travel with Lee College

Trip Information and Criteria to Travel

Trip Name: Puerto Rico 2025

Organizer: Michelle A. Lewis

Contact information: 281.425.6496 / milewis@lee.edu / Office: Moler Hall Snack Bar

Dates: Dec. 14-22, 2025

Cost: \$2,900-\$3,200

Application Deadline: October 2025

Payment Deadline: Nov. 3, 2025 (After this point, extra charges may apply.)

Passport required: NO, but legal ID is required

Selection Criteria:

- Enthusiasm for the trip and demonstrated interest.
- Ability to contribute positively to the group dynamic.
- Ability to meet all required deadlines and expectations.
- Students, community members, faculty, and staff are welcome to travel.

Personal Information

Full name: _____

DOB: _____

Preferred email address (that you will check): _____

Phone number: _____

Parent/Guardian Name (if under age 18): _____

Parent/Guardian Phone # (for travelers under 18): _____

Parent/Guardian Signature (for travelers under 18): _____

For Students Only

Student ID #: _____

Your field of study at Lee College: _____

Year in school here (ex: third semester): _____

Current GPA: _____

Expected Graduation date: _____

Have you participated in any other study trips, volunteer programs, or field experiences?

Please explain.

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Emergency Contact Information

Emergency Contact Name: _____
Relationship to applicant: _____
Emergency Contact Phone #: _____
Emergency Contact Email: _____

Basic Health Information

Do you have any dietary restrictions or preferences? (e.g., vegetarian, vegan, gluten-free, etc.)

Do you have any allergies or medical conditions that we should be aware of?

Do you have any medications you are currently taking?

Do you have medical and/or travel insurance, or would you need assistance in arranging it?
(Medical insurance is required, but temporary options are available!)

Have you traveled internationally before? (Yes No)

Documents Required to be Submitted

- This application
- Clear photocopy of driver's license or other legal ID (passport, Visa, or required documentation for international travel); A passport is not required to enter Puerto Rico, but you must provide and carry with you some legal form of ID.
- Scholarship application (for Lee College students)
- Traveler Participation Agreement (each page initialed)
- Proof of medical insurance (photocopy)

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Acknowledgements

- **Please initial each item below to indicate your understanding of the item and agreement to adhere:**

_____ I understand that I must read and adhere to all the guidelines in the Traveler Participation Agreement. I understand fully that NOT adhering to these guidelines could result in my expulsion from the trip and that I will forfeit any fees associated with that cancellation.

_____ I understand that my health information must be accurate and up to date.

_____ I understand that I **MUST** have some form of medical insurance to travel with the college.

_____ I understand that the cost of this trip will be between \$2900-\$3200 and that it includes airfare, hotels, ground transportation, and some meals. I understand that I will need to cover \$70 in tip money, souvenir money, and some lunches out of my own pocket.

_____ I understand that all payments must be made on time to the college and that my portion of the trip cost must be paid in full by the payment deadline.

_____ **Intent to Travel:** I understand that, if I am a student receiving a 50% travel scholarship, I **MUST** submit the required scholarship application items in a timely manner and pay off at least 40% of my cost prior to travel. If I do not, I will be required to pay the college back the scholarship amount they covered for me. I understand that a hold can be placed on my college transcripts until I completely repay the college.

I promise that all information included in this application and in the required documents (scholarship form, traveler participation agreement, etc.) are true and accurate to the best of my knowledge.

Print name

Signature

Date