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Preparation for Departure
The College encourages students to actively engage in their course work by taking advantage of the opportunities available to students in the form of day/field trips, overnight conferences, student organization trips, and study abroad opportunities. Such trips allow students to expand their understanding of academic content and learn through exploration of new experiences and cultures. This guide is meant to prepare students for travel off campus as part of a class, academic program requirement, service immersion experience, or student organization sponsored activity. Faculty and staff who serve as advisors are encouraged to refer to the faculty/staff guide available for their use in planning trips.

Students are expected to behave with the highest level of integrity off campus as they would if they are on the CCGA campus. As such, students are held to the same standards as other students as outlined in the CCGA Code of Student Conduct, which may be accessed at: http://www.ccca.edu/SDServices/Policies.asp

Violations of the Code of Conduct, Academic Integrity Policy, or other Federal/State/Local laws/Laws of a Foreign Country are subject to disciplinary action by the College regardless of whether the action occurred on or off-campus as long as the student is currently enrolled at the College.

Before a student travels on an academic or co-curricular trip with the College, the student will be asked to complete the following forms (the first three can be found in the Appendix):

1. Assumption of Risk
2. Behavioral Agreement Form
3. Student Emergency Contact Information Sheet
4. Travel Authorization – if the College will be paying/reimbursing the student for expenses; can be found on the CCGA website at: http://www.ccca.edu/Faculty/Travel/

Healthcare Issues
Before a student participates in a trip off-campus, the sponsoring class/academic program or unit/student organization should have each student fill out an “Emergency Information Sheet” that allows participants to identify emergency contacts, medical history that might pose a risk or concern, and insurance information. (See the appendix for a copy of the Emergency Information Sheet.) This information will be kept by the faculty member/advisor responsible for the trip and will only be shared with appropriate College personnel. The original copy will be filed with the Department and a copy will be carried by the faculty/staff advisor on the trip for reference.

If a student elects to travel abroad, they should take a close look at their physical and emotional well-being. Since many factors of our daily health are related to our lifestyle and environment, a trip abroad can affect the student’s health and, ultimately, the enjoyment of their trip! Here are some considerations:
1. Assess your health and health-related practices: physical and emotional health issues will follow you wherever you go. If you are concerned about your alcohol or controlled drug use, address these issues honestly before making plans to travel.

2. Identify your health needs. Thoroughly and honestly describe allergies, disabilities, psychological treatments, dietary requirements, and medical needs so that adequate arrangements can be made for your trip. If you have a disability or special need, identify it and understand ahead of time exactly what accommodations can and cannot be made.

3. Look at what illnesses are endemic to the region you will be visiting. Are there special precautions you should take? Will you have access to English-speaking physicians? What are the governing laws on importation of medications, medical supplies, and contraceptives? Go to the Centers for Disease Control and Prevention for more information: http://www.cdc.gov

4. See your health practitioner. Get a thorough physical examination before participating in study abroad.

5. Get current with all required immunizations. The College requires that students traveling abroad receive immunizations/treatments recommended by the CDC prior to their departure.

6. Pack a medical kit with basic medical supplies like Band-Aids, disinfectant, sunscreen, pain reliever, insect repellent, tweezers, and anti-diarrhea medication, and antibacterial ointment. Also, have any prescription medicines in the original prescription bottle or have the bottle or a copy of the prescription with you.

7. Understand your health insurance coverage before going abroad.

Immunizations: The Centers for Disease Control and Prevention (CDC) has an international traveler’s hotline (404-332-4559) where, by punching in the country code of your host country, you can get recorded information on vaccinations, food and water, and current health problems. You can also visit their website at: www.cdc.gov

Safety and Legal Matters
Student safety on College-sponsored trips is the first priority! As such, students are asked to sign a “Behavioral Agreement Form” which outlines the College’s expectations for student behavior before, during, and after a trip off campus. This is to ensure the safety of the individual student and other participants on the trip. It’s important for students to know that they are held accountable for living up to the standards as outlined in the Student Code of Conduct (http://www.cpga.edu/SDServices/Policies.asp). Students who violate standards in the Code of Conduct or who violate Federal/State/Local laws are subject to disciplinary action by the College. (A copy of the Behavioral Agreement Form may be found in the Appendix.) In addition to the Behavioral Agreement Form, individual courses, academic programs/units, or student organizations may provide added expectations of participants.

Sexual Harassment and Sexual Assault
The College of Coastal Georgia supports the rights of all students to live and study in an environment free from sexual assault and dating violence. Sexual contact with another person without consent or with the use of threat or force violates the standards of civility, decency, and respect expected of all
members of the campus community. The institution prohibits interpersonal violence of any kind, including sexual violence, relationship violence, and stalking. Every member of the campus community should be aware that such behavior is prohibited by the College's Student Code of Conduct, as well as by state and federal law, and be familiar with the campus protocol for responding to reported violations.

The institution is dedicated to providing assistance and support to students who have experienced relationship and/or sexual violence through our Counseling Center as well as other resources. In addition to cooperating with law enforcement officials in the prosecution of perpetrators, the institution will take appropriate action to respond to and invoke sanctions for behavior through the Office of Student Affairs for any student that is found to violate this policy. Any staff or faculty member found in violation will be handled from an employment perspective. Reporting an assault does not in any way obligate a student to pursue legal or institution disciplinary action; however, the institution, of its own initiative, may decide to pursue conduct charges if the alleged offender’s identity is known by the institution. Support is available for all aspects of the reporting process. A complete copy of our Sexual Harassment and Sexual Assault policy can be found online at: http://www.ccca.edu/SDServices/Policies.asp

- **Jurisdiction**
  - In cases of sexual misconduct, the College reserves the right to take necessary and appropriate action to protect the safety and well-being of the College community. Accordingly, student sexual misconduct will be addressed whenever such acts occur, regardless of location.

- **Parallel Proceedings**
  - Charges of sexual misconduct against students under this policy do not preclude civil and/or criminal liability under State or other law. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings. Additionally, College conduct proceedings are not restricted by the rules of evidence governing criminal and civil proceedings.

- **Reporting Procedures**
  - There are several basic reporting options available to members of the College community who are victims of sexual violence. These include (a) filing an administrative complaint with the College, (b) filing a criminal complaint with law enforcement officials, or (c) filing an anonymous report.
    - **Filing an Administrative Complaint.** A student may file an administrative complaint against another student.
      - Student complaints shall be filed with the Coordinator of Diversity and Inclusion, who is the designated Title IX Coordinator for the institution.
      - Ideally, complaints of sexual misconduct should be submitted in writing, so that a proper investigation may begin promptly; however, all complaints will be taken seriously and investigated, whether oral or written.
      - The complainant should include all the facts available regarding the sexual misconduct, such as: (a) the type of sexual misconduct experienced; (b) the name of the student who committed the sexual misconduct; (c) the nature of the incident(s) which led to the filing of the complaint, including the dates, times, and places the incident(s) occurred; (d) the names of other persons, including other students, if any, who may have knowledge of the incidents; (e) the names of others whom the student believes may have
been subjected to similar sexual misconduct by this individual; (f) any alleged effects of the incident(s) on the student; and (g) any steps the employee may have already taken to try and stop the sexual misconduct.

- Students are encouraged to report the sexual misconduct as soon as possible; however, the Coordinator of Diversity and Inclusion will review all complaints of sexual misconduct, regardless of when reported.

- **Filing a Criminal Complaint.** A student may file a criminal complaint with either the Campus Police Department or local law enforcement officials. A criminal complaint may be filed in conjunction with an administrative complaint. Complaints filed with the Campus Police Department will be shared with the Title IX Coordinator (the Coordinator of Diversity and Inclusion) and will be investigated thoroughly.

- **Anonymous Complaints.** A student may file an anonymous complaint about an incident of sexual misconduct. In such situations, the information will be used, at a minimum, to collect aggregate statistical data in order to monitor service usage, detect trends, and inform educational and public information activities, including the College’s annual report on crime statistics. The link to the Campus Police Anonymous Report form can be accessed here: http://www.ccgaa.edu/PublicSafety/AnonymousTipsForm.asp.

- **Amnesty**
  - A student who is under the influence of alcohol and/or drugs at the time he or she is a victim of a sexual misconduct incident should not be reluctant to file a complaint for that reason. The College will not pursue disciplinary action against a student (or against a witness) who is a victim of sexual misconduct for his or her improper use of alcohol or drugs (e.g., underage drinking) at the time of the incident, if the student is making a good faith report of sexual misconduct.

- **Student Survivor Options**
  The following student survivor options are available for students who experience sexual or relationship violence:

  - **Seeking Medical Care.** A physical exam should be done in all cases of sexual assault, regardless of the length of time that has elapsed since the violence. Medically related concerns may include pregnancy, sexually transmitted infections (including HIV) and physical injuries. If the violence occurred within the past 72 hours, a survivor has the option of having an evidence collection exam. Consider seeking medical attention for any physical abuse experienced.

  - **Counseling.** Talking with a counselor can be an important step in the recovery process. Students may be able to receive services on-campus. In addition, community based organizations can often provide direct counseling services and/or referrals to appropriate counseling resources.

  - **Administrative Services.** A student may request changes in her or his academic and living situations after a report of violence is made, and the College may grant any reasonable request for such change.

- **Retaliation**
  - The College will not tolerate retaliation against any person who makes a complaint of sexual misconduct, whether reported to the institution or an external agency. If any person, whether involved in the incident or not, retaliates in any way against a complainant, witness, or any other person involved in the investigation, he or she may be subject to additional disciplinary action, up to and including expulsion.
• **Sexual Assault Bill of Rights**
  o Although this Bill of Rights speaks to a situation on the College campus, a student may expect the same compassionate concern and assistance from the counselors, advisors, and administrators for any student who has been sexually assaulted. Victims should seek assistance from these persons or from one of the agencies identified in this handbook.
  o The following rights shall be accorded by all campus officers, administrators, and employees of the College of Coastal Georgia to victims of campus-related sexual assaults:
    ▪ The right to have any and all sexual assaults against them treated with seriousness;
    ▪ The right, as victims, to be treated with dignity;
    ▪ The right for campus organizations that assist such victims to be accorded recognition;
    ▪ The right to have the sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred;
    ▪ The right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities; (The rights stated in 4 and 5 are in addition to any campus disciplinary proceedings.)
    ▪ The right to be free from any kind of pressure from campus personnel because the victims (i) did not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials, or (ii) reported crimes as lesser offenses than the victims perceive them to be;
    ▪ The right to be free from any kind of suggestion that campus sexual assault victims not report or under-report crimes because (i) victims are somehow “responsible” for the commission of crimes against them; (ii) victims were contributory negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity;
    ▪ The same right to legal assistance or ability to have others present in any campus disciplinary proceeding that the institution permits to the accused and the right to be notified of the outcome of such proceeding;
    ▪ The right to full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings;
    ▪ The right to be made aware of and assisted in exercising any options, as provided by state and federal laws or regulations, with regard to mandatory testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing;
    ▪ The right to counseling from any mental health services established by the institution, or by other victim-service entities, or by victims themselves;
    ▪ After campus sexual assaults have been reported, the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if requested by the victim. The College of Coastal Georgia complies with these requirements (Federal Campus Sexual Assault Victims’ Bill of Rights Act of 1991, effective September 1, 1992).

**Considerations When Traveling Abroad**

If traveling abroad, have a heightened awareness of your environment and take necessary measures to ensure your safety at all times. Here are some tips:
1. Prepare for emergencies: find out the foreign equivalent of 911 or other emergency numbers at your destination before departure or shortly after arrival.
2. Know how to contact your program director if there is an emergency.
3. Reduce your risk by not making yourself conspicuous through dress, speech, or behavior. Do not draw attention to yourself through expensive dress or accessories.
4. Do not hitchhike or walk alone at night – for men and women!
5. Don’t carry that much cash or pull out large quantities of money in public.
6. Do not leave items of value in a car and use locks on your luggage.
7. Do not carry money in your back pocket or backpack. Use a money belt or neck pouch.
8. Limit alcohol intake. It breaks down your defenses and good judgment. Be aware that students on a College-sponsored trip are still responsible for adhering to the CCGA Student Code of Conduct (http://www.ccca.edu/SDServices/Policies.asp)

Information on safety issues specific to your destination is available on the U.S. Department of State website at: http://travel.state.gov/

Students are encouraged to register with the State Department for emergency notifications for the specific country they will be visiting. Go to https://step.state.gov/step to register in the Smart Traveler Enrollment Program (STEP).

Special Considerations for Study Abroad

Passports
A passport is an official government document that certifies your identity and citizenship. U.S. citizens need passports to enter most countries. You will need to apply for a new passport if you have never had one before, if your passport was issued before your 16th birthday, or if your passport is more than 15 years old. While passports can be expensive, your passport will last for ten years if you get one after you turn 18 years old. Allow 4-5 weeks for processing. Passport applications are available online at: http://travel.state.gov/passport/passport_1738.html or they may be picked up at the Post Office located in downtown Brunswick or Camden. Also be aware that a passport that has an expiration date close to the end of the proposed trip could be a problem for the traveler, and a new passport should be obtained.

It is the student’s sole responsibility to acquire a valid passport. Failure to secure a passport by the trip’s departure date will result in the loss of any and all deposits and airline costs unless the student has acquired their own travel insurance.

Student Visas
A visa is an official government authorization appended to your passport that permits entry into and travel within a particular country for a designated period of time. Almost all countries require that you have a visa if you are planning to study there for longer than three months. Discuss with your program director how to obtain a visa for entrance into the country where you will be studying. Some programs
do the work for you; other programs require you to obtain a visa on your own. Each country has its own regulations. So, if you do not get the necessary information from the program director, contact the embassy or nearest consulate office of the country you are planning to enter. Make sure you have secured a visa before you buy a non-refundable plane ticket. There is almost always a fee attached to the visa application and the process can take several weeks.

International Student Identity Card
Some students may wish to purchase the International Student Identity Card (ISIC) available through STA Travel. ISICs will entitle you to some insurance coverage while traveling, reduced airfares, and entrance tickets to cultural events and museums, as well as numerous travel benefits. It can also be used as a pre-paid telephone card. The ISIC can be purchased on the ISIC website or through STA Travel. The ISIC costs $25 and is valid for up to one year. For more information visit: [http://www.myisic.com](http://www.myisic.com) or [http://www.statravel.com/discount-cards.htm](http://www.statravel.com/discount-cards.htm)

Hostelling International
Another useful card is the Youth Hostel or Hostelling International (HI) card. It is good for discounts on hostels throughout the world and can also be obtained from STA travel. [http://www.hihostels.com/](http://www.hihostels.com/)

European Rail Passes
Depending on where you are traveling, investing in a train/rail pass may be a wise and economical decision. STA Travel and other agencies sell Britrail and Eurail passes. Students under the age of 26 may receive discounted rail fare. Also, there are some passes you MUST buy in the United States before you leave (e.g. Eurail) while others you may purchase in the host country. Since traveling is an integral part of the study abroad experience, it is important to research the most cost-effective way to explore. In Europe, Eurail Passes are the most common railroad passes with a variety of options within 23 countries.

Travel Arrangements
You should make flight arrangements as soon as you know when you are supposed to arrive in your host country. The sponsoring department or organization can assist you with information about your arrival, including the distance from the airport to the campus/hotel and the best form of transportation. In some cases, your director may meet you at the airport, but others may require you to get around on your own at first. To avoid panic when your plane lands, make sure you have as much information ahead of time as possible.

International flights required that you check in at the airport at least two hours before departure. So, plan to arrive early at the airport. Airlines set limits on the size and weight of luggage. If you have an unusually large or heavy bag, call the airline to check on size/weight limits.

International Calling

Phones
Phoning home from a foreign country can be a very complicated process and one that requires extra cost or an international calling plan. Students should check with their phone carrier well in advance to ensure they will be able to make calls from abroad. Calling collect is always an option, but usually quite
expensive. Almost all of the U.S. long-distance telephone companies have an access code depending on which country you are calling from. It is highly recommended that you obtain the access code of a long distance company before going abroad as it is very difficult to get this information once out of country. These numbers will connect you directly to an English speaking operator and the call will be charged to your calling card. In some cases, the charge can also go on a credit card. There is usually no charge for accessing this number, but you may want to check with the international operator before using someone’s telephone to call home. Specific information about calling cards can be obtained from the long-distance carriers.

**Calling Cards**
In most countries you can now buy pre-paid phone cards. They are usually purchased with cash and you have to buy a new one when the time runs out.

**Buying a New Phone**
Depending on the length of your stay overseas, you might also consider purchasing or renting a cell phone. In some countries, this is more convenient and less expensive than making traditional international calls.

**Use of Modems**
Telephones around the world are wired differently. If you intend to use a modem, please contact the modem company to determine if any precautions should be taken prior to connection with a foreign phone jack.

**Skype**
Skype is a free software you can download to your computer or cell phone that allows you to call and instant message others. Have friends and family download it as well because Skype-to-Skype calls are free, as well as video calls and instant messaging. You can also call a landline at very inexpensive rates. For more information, visit: [www.skype.com](http://www.skype.com)

**Email**
Your CCGA email account is accessible from most locations overseas by going to: [https://my.ccg.a.edu](https://my.ccg.a.edu)
You might prefer, however, to have your CCGA email forwarded to an alternate account. Please continue to check your CCGA email account overseas, as all official College-related information will be sent to that account.

**Internet Access**
Internet cafes through the world allow you to keep in touch with friends and family back home. At Internet cafes, you pay for the amount of time you use the Internet service and computer. This is a cheap alternative to calling home. Also check for public libraries, which may offer you free internet access.

**Packing**
You will likely not be able to pack everything you want. So, focus on what you actually need and what you can carry. Here are a few tips:
• Leave room to bring home purchases, or bring an extra bag for souvenirs.
• Keep a list of what is in each bag and carry with your other documents so if your luggage is lost or stolen, you can easily file an insurance claim. It will also help remind you of what you might need to replace immediately.
• Put anything sharp like tweezers, nail clippers, or pocket knives into your checked luggage. For more information on airline security, visit www.tsa.gov
• Instead of one large suitcase, consider two smaller bags that might be easier to move around or using a backpack which leaves your hands free.
• Never leave your bags unattended!
• Take interchangeable clothing that can be layered and comfortable shoes.
• Distribute the weight evenly in your bag with breakables in hard-sided suitcases.
• Avoid wearing clothing with logos, baseball caps, expensive jewelry, English writing, or Greek letters which will make you stand out if there are security risks in the country you are visiting.
• If you are tied to a particular brand of toiletry item, find out if you can buy it abroad. If not, take it from home. Otherwise, purchase your items once you are in the host country.

Important Documents
Passports and other documents should be carried with you, not packed in your checked luggage. These items should be secured yet readily accessible at customs. The same goes for money, credit cards, and traveler’s checks. Consider purchasing a small travel pack or money belt that may be worn underneath your clothing; keep all valuable items in this pack at all times.

Make a few photocopies of your passport and any necessary visas, and put them in safe places apart from your passport. You should leave a copy at home with your family or a close friend. Always carry a photocopy of your passport with you but separate from the passport. If your passport is lost or stolen, report it to local police. Get written confirmation of the police report, and take the copies you have to the nearest U.S. consulate to apply for a new passport.

Medications and Contact Lenses
All medications, especially prescription drugs, should be packed in your CARRY-ON Luggage to avoid the challenges of replacing them if your luggage is lost. Have copies of your prescriptions as well. Take along extra prescription medication, such as allergy medicines, asthma inhalers, birth control pills, etc. The amount should last you throughout your stay if possible. Medication sent from the U.S. may not get through customs. Pharmacies in other countries will be able to fill most prescriptions, but the medication may be slightly different and cause abnormal side effects. Getting a new prescription will also necessitate a visit to the doctor. If you wear contact lenses, take and extra set of contacts, cleaning solutions, your written eye prescription, and extra glasses.

Electricity
In the U.S., we use 110-volt alternating current; however, most European countries use a 220-volt direct current. If you try to use an American appliance in a European outlet, the high voltage will overheat and destroy your appliance and could shock you or start a fire. Verify the type of current and the voltage of
the outlets in the country you will be visiting. In some cases, you will need a transformer or a plug converter. In other cases, it might be easier to buy small appliances overseas.

**Academic and Financial Matters**

There are a number of important academic matters that must be taken care of before you leave to study abroad. First, be sure that the program will be accepted for credit at CCGA. If you want a course to count towards a major, minor, or general education requirement, you need to consult with your academic advisor first. Second, make arrangements to register for your next semester’s courses before you go. Speak with your advisor to gain clearance, and maintain a copy of all names, phone numbers, and email addresses of people on campus that you MIGHT need to contact during your time away. Third, be sure all outstanding balances on your accounts are paid and all registration flags are cleared.

If you are enrolled in a CCGA program or USG sponsored program, you can utilize most of the same financial aid that you would qualify for on campus. The Office of Financial Aid will reassess your need, based on the actual cost of studying abroad, and will make appropriate awards. Note that in most study abroad situations, work-study grants are not available. Be sure to contact Financial Aid before you study abroad!
Assumption of Risk and Insurance Certification

Many recreational, community service, academic, travel programs, and athletic activities involve substantial risks of bodily injury, property damage and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to hypothermia, broken bones, strains, sprains, bruises, drowning, concussion, heart attack and heat exhaustion.

Each participant in such activities should realize that there are risks, hazards and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparation and training.

The undersigned acknowledges that the College of Coastal Georgia does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any travel programs, athletic or recreational activity. All participants in voluntary travel programs, recreational activities, and athletic programs will be required to sign the Release; Waiver Liability and Covenant Not to Sue form below.

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary travel programs, athletic, or recreational activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy.

I have received a copy of this Notice, which I have read and understand. I accept and assume all risks, hazards and dangers involved in any such activity in which I may elect to participate, including the training, preparation for and travel to and from the site of such activities.

_______________________________  _____________________________  ______________________________
(Print Name Here)  (Signature)  

Release, Waiver of Liability and Covenant Not to Sue

The undersigned hereby acknowledges that participation in travel programs, athletic programs, and recreational activities involves an inherent of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of the College of Coastal Georgia allowing the undersigned to participate in voluntary travel programs, recreational programs, or athletic activities and, in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain trip coordination, equipment, facilities, grounds, or personnel of the institution, the undersigned participant does hereby waive liability, release, covenant not to sue, and forever discharge the Institution and the Board of Regents of the University System of Georgia, , from any rights and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen, bodily and personal injury, damage to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such travel programs, recreational programs and athletic activities.

I further covenant and agree that for the consideration stated above, I will not sue the Institution, Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees for any claim for damages arising or growing of my voluntary participation in travel programs, recreational programs, or athletic activities.
I understand that the acceptance of this release, waiver of liability and covenant not to sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign of official immunity by said Board, its members, officers, agents, and employees.

Further, I understand that this release, waiver of liability and covenant not to sue shall be effective during the entire period of enrollment at the Institution.

I have received a copy of this document, and I certify that I am 18 years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

Date _______________________________  Student ID Number _______________________________

Print Name ___________________________  Signature ______________________________________

Course Title & Number or Sponsoring Organization ____________________________________________

Instructor's/Advisor's Signature ____________________________________________________________
CCGA Waiver of Liability and Assumption of Risk for Study Abroad Trips

I hereby acknowledge my awareness that my participation in the ____________________________ trip may expose me to risk of property loss or damage and bodily or personal injury, including death. I agree to release and forever discharge the institution through which I am registering for the program, College of Coastal Georgia, and the Board of Regents of the University System of Georgia, its members individually, and its officers, agents, and employees, from any and all claims, demands, rights, and causes of action of whatever kind or nature, arising from and by reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, including death, damages to property and the consequences thereof, resulting from my participation in the CCGA Study Abroad Program.

I hereby agree to maintain accident and health insurance in force and effect for the entire duration of my participation in the study abroad program. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study. Any medical or health-related problems have been explicitly described in this application.

I further agree that I shall be subject to the supervision and authority of the faculty in charge and to standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty or program director has sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action. Finally, I authorize the supervising faculty or program director to obtain and provide medical treatment and/or services that I may require during the study abroad program.

I understand that the risks that I may encounter include airplane crashes, motor vehicle accidents, terrorist incidents, political unrest, strikes, sickness and criminal acts, as well as other risks that may not be foreseeable. I hereby assume any and all such risks.

I have received a copy of this document, and I certify that I am 18 years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

Date ____________________________  Student ID Number ____________________________

Print Name ____________________________  Signature ____________________________

Course Title & Number or Sponsoring Organization __________________________________________________

Instructor's/Advisor's Signature ______________________________________________________________
CCGA Behavioral Expectation Agreement: Academic & Co-Curricular Trips

I, __________________________, agree to the below listed behavioral standards during my participation in ______________________ as well as traveling to and from this event. I understand that my behavior must reflect positively on the organization, the school, and myself. I will act in the best interest of the student group/organization I represent as well as the College of Coastal Georgia.

Failure to follow these rules may result in expulsion from the class or dismissal from the trip. Acceptance to participate in a class/organization trip is conditional upon your signed acceptance of these rules.

- **Illegal drugs.** The possession or use of illegal drugs is prohibited and will result in immediate expulsion from the trip and referral to the campus judicial process.
- **Alcohol.** Alcohol consumption in CCGA vehicles is prohibited. Drunkenness and other behavior problems caused by alcohol use are grounds for expulsion. When traveling domestically, alcohol use on CCGA sponsored trips, whether by someone of legal drinking age or not, is not permitted. For travel internationally, students will be held responsible for adhering to local drinking laws, including those that concern legal drinking age and will still be held accountable for any behavior problems caused by excessive alcohol consumption.
- **Tobacco.** Use of tobacco in any form is not permitted on a College sponsored trip. In any conflict between users and non-users of tobacco, the rights of the non-users shall take precedence.
- **Safety.** The safety of other students and staff must be the prime concern of everyone. Any individual who places others at risk, physically or legally, as a result of unsafe behavior or behavior in violation of instructions is subject to penalties or expulsion, at the discretion of the senior staff/faculty member. Risk is determined by the individual that feels unsafe.
- **Academic integrity.** If sponsored as part of an academic course offered by the College, CCGA rules and regulations regarding academic integrity, as defined in the CCGA Code of Conduct, shall apply.
- **Cooperative behavior.** All participants are expected to cooperate, to perform assigned housekeeping tasks, and to show courtesy and tolerance toward other students and staff. Behavior which causes animosity or disrupts the academic mission of the program will not be tolerated. The instructors will make every effort to point out and correct any such problems that may arise. If the senior staff determines that the behavior of any individual is jeopardizing the program for others, and that this behavior is not being corrected, they may expel that individual from the program. The senior staff/faculty member retains final authority over the continued participation of all individuals in the program.
- **Attire.** Participants will dress appropriately for each situation.
- **Theft/Vandalism.** Participants responsible for theft and/or vandalism to properties during the trip will be held financially liable and are subject to CCGA’s Student Code of Conduct as well as possible legal action.
- **Participation.** Participants will attend all meetings, workshops, and other scheduled event programs in accordance with the specifications as laid out by the faculty member/senior staff advisor. Participants will be prompt and prepared for all sessions.
- **Emergencies.** Participants will report any accidents, injuries, or illness to the faculty member/advisor immediately.
- **Expulsion policy.** Grounds for expulsion include, but are not limited to, use or possession of illegal drugs, drunkenness or disruptive behavior related to alcohol use, endangerment of students and staff, and uncooperative or disruptive behavior. Should the need for expulsion arise while on a trip, the student will be sent home with their belongings at their own expense.
  - If cause for expulsion occurs while in route to a destination, the student will be sent home at the earliest opportunity with the belongings currently in their possession and at their own expense.
  - In the event of expulsion, no refund of tuition will be issued, and a grade of W or WF will be assigned to students enrolled in an academic course.

I have read the Behavioral Expectations and agree to the rules and procedures specified therein:

**Name (print):** ______________________________________________________________

**Signature:** ________________________________________________________________ **Date:** __________
Student Emergency Information Sheet

Student participants should complete the following information:

Personal Information:

Name: ___________________________ CCGA ID#: ___________________

Signature: __________________ Date: __________________

Home Address:

Street: __________________________________________________________________

City: __________________________ State: ___________ Zip: ______________

Home Phone #: ___________________ Cell Phone #: _______________________

Can you receive text messages? (Check one) ______ Yes ________ No

Additional email address: ______________________________________________________

Emergency Contacts:

1st Contact Name: __________________________________________________________

Relationship: __________________ Phone: __________________________

2nd Contact Name: _________________________________________________________

Relationship: __________________ Phone: __________________________

Medical Information:

Primary Physician’s Name: __________________________ Phone: _______________

Insurance Carrier and Policy #: _____________________________________________

(If you do not have insurance, please list it as “NONE” above.)

Do you know of any medical condition that might make it dangerous or unwise for you to participate in this trip? (check one) ______ No ________ Yes

If Yes, please explain why:

___________________________________________________________________________

___________________________________________________________________________
List any prescriptions you are taking and condition for which it is prescribed:

_____________________________________________________________________________
_____________________________________________________________________________

List any pertinent personal Medical Information (injuries, allergies, medical conditions...):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

**Scan and attach a copy of your Insurance Card or bring a copy of your insurance card (front & back) and provide to the faculty member or advisor.**