

Northwest University
Procedures for University Sponsored Travel

Acknowledgement of Travel Requirement at Entrance to Major

Programs that require participation in a travel experience for graduation must receive a signed acknowledgment from students that they are aware of this requirement. This acknowledgment should note:

A travel experience is required for completion of the major.

What costs are involved. When and how they are paid.

The destination of that travel may not yet be determined and is subject to change.

The travel destination may be to a country that has a US Dept of State Travel Warning in place (subject to information and counsel we receive from our contacts in that destination).

If the program has trips to multiple destinations, the students agrees to go to the destination they are assigned.

Students must agree to abide by NU community standards and any other expectations regarding dress and behavior that is set in place by the school or department.

Students who are not US citizens need to notify the department of your status and, with the help of the International Student Advisor, plan ahead on how to get a visa.

Students should ensure now that they will have a valid passport.

If students, for any reason, decides not to go on the assigned travel experience they will not graduate from the program.

Forms for all students to sign prior to travel

The Provost's Office can provide samples of all these documents.

Emergency Student Information Sheet—Copies to President, Provost, Dean.

Release of Liability.

Travel Policies that relate directly to the specific trip.

Written agreement (signed before the beginning of the trip) for students who want to continue traveling on their own rather than returning to the US with the group.

Travel Insurance (available through the office of the VP Finance) must be built into all travel budgets and provided for all international travelers.

Worship and Christian Formation activities should be built into the daily schedule of all trips.

All overseas trips of 2 weeks or greater duration should include connecting with local churches, including the local AG church and AG missionaries if there are such.

When there is no active local host, two faculty/staff members should go on every trip. No students should be left on their own, except those who by prior agreement plan to continue traveling on their own rather than returning to the US with the group.