

## FINE ARTS TRIPS: TERMS & CONDITIONS

For basic information about our fine arts trips (including due dates for payment) and to register online, please visit:

[www.indianhills.edu/arts/trips.php](http://www.indianhills.edu/arts/trips.php)

### Cancellation and Refund

When a student registers for a fine arts trip, **all tuition and fees must be paid by no later than the date provided on the corresponding Fine Arts Trip information page, available at: [www.indianhills.edu/arts/trips.php](http://www.indianhills.edu/arts/trips.php)**. As with any other course, tuition and fees will not be refunded after the official add/drop date for the term (see [www.indianhills.edu/register](http://www.indianhills.edu/register) or the College Calendar at [www.indianhills.edu/calendar](http://www.indianhills.edu/calendar) for this date). A student may withdraw from the course after the add/drop period but before the departure date, however, tuition and fees will not be refunded. In such a case, the student will receive a "W" in the course or courses for which he/she is registered. If a student does not attend the trip and has not formally withdrawn from the course prior to departure, the student will receive a failing grade for the course and will be responsible for the full cost of the tuition and fees.

### Your Responsibility

All members of the trip are expected to be present at appointed departure times. If you are not at a designated departure location at the appointed time, it is your responsibility to pay and make arrangements for your transportation and/or accommodations. By registering for this trip, you are formally agreeing to be present at designated locations at each departure time.

### Credit

**For certain trips, students may earn credit by taking specific courses in conjunction with the fine arts trip. (See tour web page for details.)** In these cases, students who choose to earn credit are required to fulfill specific assignments and attend all events, trips, tours, and lectures as specified by the instructors of the course(s).

### Insurance

Trip cancellation, accident, and baggage insurance is available through your local travel or insurance agency. **It is recommended that all trip members carry insurance.** Indian Hills Community College is not liable for lost luggage, accidents, and occurrences.

### Indian Hills Responsibility

Indian Hills Community College and cooperative agents act only in the capacity of agents for the passenger in all matters pertaining to hotel accommodations, sightseeing tours, and transportation, and as such they shall not be liable for irregularity which may be occasioned either by reason or any defect in any vehicle or through acts of default of the company or persons engaged in carrying out the arrangements in connection therewith.

### Arts & Sciences Trip: Code of Conduct

When the Indian Hills Community College Arts & Sciences Program (A&S) sponsors activities off the IHCC campus, IHCC participants who attend such activities represent not only themselves but Indian Hills Community College. Participants' behavior during these activities should always reflect the positive nature of IHCC and the Arts & Sciences Program and the college and program's dedication to excellence.

The Indian Hills Community College Arts and Sciences Program (A&S) defines the following conduct as accepted and preferred practices for participants attending A&S activities. Behavior that does not comply with the Code will be deemed as obtrusive to the general welfare of the A&S program activity. Participants who do not follow the Code of Conduct may be subject to exclusion from the present and possibly future A&S activity.

1. Participants and/or sponsors will neither engage in, nor aid or entice another into any disorderly conduct or breach the peace of any IHCC facility or property, or at any A&S supervised activity.
2. Participants will comply with the directions of A&S staff acting in reasonable performance of their duty.
3. Participants will not cause nor engage in the physical detention of any person on IHCC controlled property or at any host facility of A&S sponsored activities. Conduct that endangers the health or safety of any person is prohibited.
4. Participants will not be involved with theft or damage to property of either IHCC or the activity host facility, or of A&S participants or other guests of the activity host facility.
5. Participants acknowledge that the possession and/or consumption of alcoholic beverages while on the motor coach is prohibited.
6. Participants acknowledge that state law prohibits the possession, use or distribution of narcotics or illegal drugs.

The participants by virtue of the signatures on the Student Conduct Code Agreement agree to abide by the above expectations for the Chicago Fine Arts Tour activity.

### **Conduct Code Agreement**

Participation in IHCC Arts and Sciences activities brings with it certain responsibilities. As a participant in A&S activities, each student must agree to and abide by the following, in order to attend.

*(Students will be asked to agree to the terms & conditions set forth in this document on the registration form.)*

1. Each participant will be held responsible for his/her conduct during A&S activities. (See Student Conduct Code)
2. Each IHCC student involved in an A&S activity will fully participate in the sponsored activity.

If these responsibilities are not met, participation in IHCC Arts and Sciences Program is subject to termination.

### **Student Obligation: Tuition, Fees, Withdrawal**

By registering for an Arts and Sciences fine arts trip, the student is responsible for all the tuition and fees associated with the trip. Registration for this trip includes adding tuition credit to your schedule and fees associated with tour costs. All tuition and tour costs will appear on your student bill. If the student drops the course/ trip within the specified add/drop period for the term, tuition and fees will be refunded. The student may withdraw from the course/trip prior to departure, but costs will not be refunded if the official add/drop period has passed. To withdraw from the course and trip, follow the established course withdrawal process AND notify **Lori Faybik** in the Arts and Sciences office (phone: (641) 683-5208). **Again, students should recognize that tuition and fees will NOT be refunded if they withdraw after the add/drop period for the term.** If a student does not officially withdraw from

the course prior to departure, that student will receive a failing grade in the course, and full payment of all trip costs and tuition will be required.

### **Liability Statement**

In addition to the above Terms & Conditions you agree to the following Liability Statement during your registration:

I am participating in an Indian Hills Community College sponsored trip and freely chose to participate. I understand that the College has no responsibility for any third party which may provide services including food, lodging, travel or other services. I understand that participation in trip activities could involve risk of physical injury, illness, death or property loss, and despite safety precautions, the College cannot guarantee safety, as all risks cannot be prevented. I understand that any medical expenses, property loss, or other personal expenditures that result during or from this travel/trip, are my responsibility.

### **Transportation Waiver**

Indian Hills Community College will provide transportation for group activities sponsored by the College. The College encourages students to use the College provided transportation. It is understood that some students may prefer an alternate schedule and/or alternate means of transportation. The privilege may be allowed, but the student and their individual insurance company will be assuring the risk and accepting liability for any incidents occurring outside the College's designated travel plan.

### **Non-Discrimination Policy**

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental or marital status. If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, [equity@indianhills.edu](mailto:equity@indianhills.edu) (students, faculty and staff); Executive Dean, Centerville Campus and Learning Services, (641) 683-5174, [learningservicesequity@indianhills.edu](mailto:learningservicesequity@indianhills.edu) (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, phone number (312) 730-1560, fax (312) 730- 1576, [ocr.chicago@ed.gov](mailto:ocr.chicago@ed.gov).

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### **Disability Services/Accommodations**

Individuals with disabilities who require accommodations or special services should contact IHCC Disability Services for assistance. Services are available to students who need classroom accommodations, interpreters, and/or specialized equipment. Students enrolling in credit programs should make their requests for accommodations at the time they are applying for admission and preferably, no later than six weeks prior to the beginning of each academic term. All student requests are dealt with in a confidential manner. Students should contact the Ottumwa Disabilities Center by calling 641-683-5749. Centerville students should contact the Academic SUCCESS Center at 641-856-2143, ext. 2214 or email [disabilityservices@indianhills.edu](mailto:disabilityservices@indianhills.edu).

By registering for this trip, you represent that you agree to the Terms & Conditions, as stated above.

**For more information about the trip and to register, please visit the Fine Arts Trip information page, available at: [www.indianhills.edu/arts](http://www.indianhills.edu/arts).**

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