



## Appendix CC Guidelines for Student Independent Travel

### General Travel Statement:

Typically all TnCIS programs depart as groups from Nashville International Airport (BNA). Program Fees include the cost of the airline ticket and TnCIS expects all students and faculty to travel with the group. Any exceptions must be approved in advance by your home institution and the TnCIS office. The determination whether to allow a student to make travel arrangements separate from the program is entirely discretionary on the part of TnCIS and the student's home institution and any denial of such request is final. Requests for independent travel will only be considered after a student has been accepted in to a TnCIS program. No student should purchase their airfare until after they are given permission by TnCIS to do so.

### Guidelines for making independent travel arrangements:

1. Student must request permission from their home institution before TnCIS will approve a request to travel separate from the group. Please see your campus rep for procedures. The institution must send written notification via email to TnCIS of approval to travel separate from the program group.
2. Student must then send a request to TnCIS via email ([tncis@pstcc.edu](mailto:tncis@pstcc.edu)) seeking permission to make independent travel arrangements by March 1, 2017. No requests for independent travel arrangements will be considered after that date.
3. After receiving formal approval, student must submit the signed Student Independent Travel form by March 1<sup>st</sup> confirming to TnCIS that s/he takes personal responsibility for obtaining his/her own airline travel arrangements.
4. Student will provide TnCIS with a copy of his/her e ticket confirmation including the itinerary along with contact information no later than 30 days before departure.
5. If granted approval, student must meet the program group on arrival at the airport in the program country. Students must have a way to communicate with the Program Director and TnCIS in case of delays with the group or the student.

### Please initial acknowledging agreement to the following:

\_\_\_\_\_ If the student elects to travel to the program country prior to the start date and/or delay return to the US following the completion date of the program, s/he will be responsible for any cost involved with that travel. PLEASE NOTE: These costs may include but are not limited to: arrangements for lodging, travel, food, health insurance and incidentals necessary during the additional time s/he is abroad.

\_\_\_\_\_ The student will be responsible for paying all TnCIS program fees less the amount of the TnCIS program airfare discount. The adjusted amount of the program fee is due by the program fee deadline and is subject to the cancellation policy as stated on the TnCIS website.

\_\_\_\_\_ The student will be responsible for any financial implications incurred if a trip is cancelled. TnCIS reserves the right to cancel any course or program due to low enrollment or an updated travel advisory/warning issued by the U.S. State Department any time before the program departure date. TnCIS will inform students in as timely a manner as possible but assumes no financial responsibility for the individual ticket a student purchases in the event of a cancelled program.

\_\_\_\_\_ During any travel the student elects to do outside of TnCIS arrangements, s/he is personally responsible for his/her own safety and welfare. You are responsible for any complications experienced by you outside of the program arrangements.

I understand and agree to these conditions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
TnCIS Program/Country

\_\_\_\_\_  
Date