STUDENT INDEPENDENT TRAVEL FORM
OFF-CAMPUS PROGRAMS (OCP) OFFICE
CALVIN COLLEGE

Rationale:
As we plan for your semester/interim off-campus, the OCP office acknowledges that one of the benefits is the self-confidence that comes with planning and experiencing your own independent travel. With this in mind, the purpose of this independent travel form is:

- To remind you that when you travel independently, you are responsible for your own well-being; however, the OCP office and your director/instructor are valuable resources that can assist you if we know your plans.
- Is to make sure we have a way to contact you in case an emergency arises.

Expectations:
- The “18 hour rule”: If you are going to be gone for more than 18 hours (or are not sleeping in your own bed), inform the Calvin director/instructor where you are going.
- Restricted Areas: Travel to areas with a U.S. State Department Travel Alert or Travel Warning is prohibited, to appeal this restriction you must receive permission for the off-campus programs director prior to any potential travel.
- This is STUDY abroad: Independent travel must compliment your academic studies and should not cause you to miss classes and other academic work.

As you plan, remember:
- Travel with a buddy (or small group). Traveling with someone allows you to share the joys and challenges of travel.
- Have a plan: Plans may change and you will need to be flexible, but having a starting plan is important as you travel and explore new places. Share this plan with your instructor.
- Balance: Opportunities to explore and have new adventures are important, but so is connecting deeply to the people and culture of the places where you are studying.
- Communication is the key: Keep open lines of communication with your director/instructor to avoid misunderstandings and concerns about where you are.

Release Form:
As a member of Calvin College’s off-campus program in ______________________
(program location), I am exercising my option to travel independently and I hereby acknowledge that I am responsible for my own health and safety during this time.

__________________________________________        ____________
Student Name                        Date

Procedure:
- Complete the Release form (above) and turn it in to your Program Director or OCP instructor OR email your director/instructor (from your email account) the statement above along with your name (in place of your signature). The Program Director/Instructor must have this on file indicating that you acknowledge that you are taking responsibility for any independent travel that you may do while studying off-campus.
- Each time you are going to be away from the group or your site for more than 18 hours, send an email to your program director or OCP instructor and include the following information:
  o Where and when will you be traveling? Specify date(s) of travel, travel plans (method of travel), and destinations.
  o Who will be traveling with you?
  o How can we reach you in case of an emergency? Provide emergency contact information (cell phone, hotel/hostel phone, etc.).