

## Travel Without An Advisor Authorization Form

Westchester Community College policy is for a College Representative, Advisor or Trip Supervisor to attend all events with student groups to ensure a successful outcome and a positive experience. Safety of our students is of the utmost importance.

The College strongly discourages participation in any Event/Travel without a College Representative, Advisor or Trip Supervisor. The student signing this release is insisting on attending an event and traveling against this College policy.

1. The final decision to permit travel is made by the Associate Dean of Student Development and Support Services.
2. The Associate Dean of Student Development and Support Services will review each request on a case-by-case basis.
3. Students are required to submit all paperwork in accordance with the College travel policies.
4. If students are using SGA funds, it is required that they conduct themselves in accordance with Federal laws, state laws, SUNY rules, and Westchester Community College policies and regulations as found in the travel guidelines and Student Code of Conduct.
5. If no SGA funds or transportation are used, the Student Code of Conduct and its guidelines still apply.
6. Individuals who are not WCC students will not be permitted to participate in this travel.
7. Failure to follow Westchester Community College policy and regulations, federal laws, state laws or local ordinances may result in immediate disciplinary action.
8. Event Name: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Date and Duration of Event: \_\_\_\_\_  
Event Purpose: \_\_\_\_\_  
Overnight Accommodations for Event: \_\_\_\_\_  
Mode of Transportation: \_\_\_\_\_

I have full knowledge of the nature of all activities in which I will be participating. My signature indicates that I have READ and UNDERSTAND all trip/tour /event conduct statements listed above, and have been offered a college representative and declined the offer.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date