



Pre-Registration Acknowledgement of Policies – Faculty-led Travel Courses (Domestic or International)

Please read carefully the following information in regard to travel courses (domestic or international) at Aurora University. After you understand and agree to these policies, please acknowledge on the back side of this document.

1. Payment Deadlines and Financial Responsibility for Travel Costs

\$500.00 deposit due – November 14, 2024 (Spring Course) or December 3, 2024 (Summer Course) payable to Aurora University. Payments can be made in the Student Accounts office.

The remaining balance of trip costs associated with travel courses must be paid in full by January 6, 2025 (Spring Course) or February 10, 2025 (Summer Course) payable to Student Accounts.

2. Tuition Refund Policy and Past Due Accounts Information:

Refer to appropriate sections of the Tuition/Fees Payment Agreement form for additional information. Withdrawing from courses may reduce or eliminate financial aid based on a student's final enrollment.

3. Travel Cost Refund Policy:

If travel cost is not received by the university by specified deadlines, ability to travel may be denied and the full travel cost will remain due. The travel cost deposit is refundable up to the deposit deadline or in the event that the course/trip is cancelled due to low enrollment. Travel cost in excess of the deposit is not refundable unless the university cancels the course/trip.

4. Pre-trip Course Meetings and Orientation / Post-trip Course Meetings

As a student in a travel study course, you will be required to attend pre-trip orientation and/or course meetings prior to travel. Some travel courses may have post-trip course meeting(s). You are responsible for knowing the dates and times of these meetings. Your presence and participation at these meetings is *mandatory*. Please contact the course's instructor to learn more about the dates and times of these meetings.

5. Brightspace and Email Use Policy and Course Assignments:

Prior to the travel dates for this course, students may be expected to complete mandatory readings and assignments. There may also be intense engagement during the trip and post-trip assignments. You may be required to use Brightspace and email extensively prior to this course, during the course, and after the trip dates.

6. Policy for Students with Disabilities:

Aurora University values diversity and inclusion and recognizes disability as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive. If you anticipate barriers related to the format, requirements, or assessment of this course, you are encouraged first to contact the Disability Resource Office ([630-844-5520](tel:630-844-5520)) in the Academic Support Center, then to meet with the instructor to discuss options or adaptations.

Please note that foreign countries do not have to comply with the public access requirements of the ADA and there may be physical or other barriers to equal access in foreign locales (e.g., medical care, lodgings, restaurants, businesses and other buildings, services or facilities). Students with disabilities are strongly encouraged to research the access and service limitations of the locales to be visited. Further, prior to registering for the travel course (domestic or international), a concerned student should meet with the responsible instructor so that the two can ascertain whether the student will be able to participate in all activities in the travel course or discuss possible participation in alternate activities that meet study objectives.

IN SIGNING THIS DOCUMENT, I ACKNOWLEDGE THAT I HAVE (1) READ THIS ENTIRE DOCUMENT, (2) UNDERSTAND THE TERMS OF THIS DOCUMENT, (3) AGREE TO THE TERMS STATED, AND (4) SIGNED THIS DOCUMENT KNOWINGLY AND VOLUNTARILY.

Signature: _____

Date: _____

Printed full name: _____

AU ID #: _____

Faculty-led Travel Course for which you are registering: _____

Instructor Signature: _____