

## GUIDELINES FOR INTERNATIONAL FIELD TRIPS

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The following guidelines are intended to clarify and formalize current best practices in APDesign with regard to international field trips. It is important that the guidelines are followed to ensure consistency and compliance with university policies and to minimize risk. ***These guidelines do not apply to student participants in Education Abroad Programs, who are required to follow different procedures and sign a different form.***

### WHAT TO DO:

1. Review K-State's Policy and Procedures Manual on International Travel (takes less than three minutes to read) <https://www.k-state.edu/policies/ppm/3100/3120.html>
2. Complete this package
3. Submit an out-of-state travel request form to your Department Head
4. Complete the Required University International Travel Registration at <https://www.k-state.edu/risk/international/registration.html>
5. Share completed documentation from this package via email with
  - your Department Head,
  - Department Project Coordinator,
  - APDesign Associate Dean Kingery-Page,
  - SAS Project Coordinator Courtney Markle,
  - APDesign director of communications Thom Jackson

### OPERATIONAL DEFINITIONS

Field Trip – An off-campus trip sponsored by the university, college, department and/or program as part of the requirements of a class or for which credit will be awarded.

*Within the category of "Field Trip," there are mandatory field trips and optional field trips.*

- Mandatory Field Trip – All students in the class are expected to participate. Failure to participate has an academic consequence. Only an official absence would be accepted as an excuse for non-participation. In a rare instance when a student cannot participate in the field trip, an equivalent experience is typically provided.
- Optional Field Trip – Each student in the class can elect to either participate in the field trip or in an approximately equivalent experience on campus, if available, as determined by the faculty member responsible for the course.

**Signed and dated copies of the *Student Conditions of Participation Agreement and Release and Emergency Contacts* must be completed fully and returned to the department's project coordinator at least **two (2) weeks prior to the field trip**. Students may be barred from participating in the field trip if their completed packet has not been submitted to the department office prior to the day of travel.**

**In the event of any attendance changes, an updated roster must be provided by the faculty member(s) to the department's project coordinator no later than the last business day prior to departure.**

#### **PREPARATION FOR INTERNATIONAL FIELD TRIPS**

- Determine purpose, scope and focus of the field trip
- Identify the time and location of official activities
- Research flight, other transportation, and housing options to establish cost, safety, proximity to other venues, etc.
- Distribute voluntary disclosure of health and special needs form to students, since some student needs could impact travel or lodging costs
- Research the costs and sources of support
- Discuss proposed plans with department head and colleagues
- Departmental approval is **required** in order that the department may determine whether it will or will not offer the field trip
- it is particularly important to research US Department of State Travel Warnings and Travel Alerts for the destination(s)

#### **FACULTY REQUIREMENTS FOR INTERNATIONAL FIELD TRIPS**

**A written field trip description must be provided to the students and the department's project coordinator.** The description must include:

- Purpose of and activities involved in the field trip
- Statement as to whether the field trip is mandatory or optional
- Dates and schedule, which clearly identifies the times when there are official field trip activities and the times when the students are on their own
- Valid passport requirements and instruction
- Description of flight arrangements
- Description of housing arrangements (health concerns or special needs could affect cost, be sure students have chance to disclose via form in advance of booking)
- How a student can request special accommodations if necessary to enable his/her participation (Voluntary Disclosures)
- Summary of costs the students will be expected to incur

**The responsible faculty member must provide students and their department's project coordinator with the field trip description well in advance (as defined by the relevant department) of the trip.** Field trips are not considered an official absence; therefore, students must have adequate time to talk to their other professors regarding the absence (see APDesign absence policy).

Absences – Participation in an APDesign field trip does not constitute an automatic excused absence from the students' other courses. It is the students' responsibility to contact the instructors of any affected courses to request an excused absence. Faculty are encouraged to provide students with a letter setting out the details of the field trip to provide to their other instructors to assist in request.

#### **TRAVELING WITH STUDENTS**

Any faculty or staff member traveling with students to a foreign country is required to notify the Office of International Programs (OIP) at [oip@ksu.edu](mailto:oip@ksu.edu). For more information, please see the memo from the Provost at <https://www.k-state.edu/abroad/about/policies.html>

The faculty will fill out the International Travel Registration (ITR) and provide a roster of everyone participating in the field trip under “Additional Supporting Information” at the end of the form. Faculty complete the ITR, **not** students.

#### TRAVEL WITH MINIMUM ELECTRONIC DEVICES AND EQUIPMENT

- K-State employees should only travel with the minimum needed in order to accomplish their work while they are abroad. Electronic equipment that includes University data or other information should be kept to a minimum. If it is not needed, leave it at home.
- If you do not feel you can travel without a laptop, phone, USB or other devices or equipment, please consult with IT services regarding a loaner laptop and other devices.
- For more information, please consult <https://www.k-state.edu/comply/ecp/travel/index.html> for the University equipment “Export Controls Compliance Programs” guidelines.
- K-State employees and students traveling abroad should be aware of any confidential information on any device they have in their position while traveling abroad. University employees and students cannot be guaranteed a right to privacy in foreign countries and information may be copied or removed from phones and other electronic devices.

#### TRAVEL WARNINGS/ALERTS

- Provide printed documentation for an international field trip reflecting that the destination has not been issued a US Department of State Travel Warning. [http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)
- If the destination has been issued a US Department of State Travel Alert, the initial written proposal must include information describing the alert and how the risks will be avoided and/or mitigated. The department will take this risk mitigation plan in consideration when making a determination as to whether to approve the trip. [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)
- The University might allow participation where a travel alert has been issued, depending on the circumstances and based on a careful assessment of how the risks will be avoided and/or mitigated. **Once the ITR has been submitted, the University will make final decision to approve or deny travel.**

#### FACULTY RESPONSIBILITIES

- The faculty member should provide adequate supervision during all activities.
- Faculty are expected to act responsibly at all times while leading field trips and performing all other work for the University. The Kansas Tort Claims Act provides faculty with general protection from personal liability while performing their job duties in Kansas. However, the University can incur liability through the activities of its employees while acting in their official capacities.
- Faculty should make students aware that the standards for academic performance during the field trip are consistent with the requirements for class and are governed by K-State policies (see K-State Honor and Integrity System at [www.k-state.edu/honor/honorsystem/index.htm](http://www.k-state.edu/honor/honorsystem/index.htm)).
- Faculty should make students aware that the standards and expectations for personal conduct during all official activities of the field trip are governed by the K-State Code of Student Conduct (see <http://www.k-state.edu/osas/conductcode.htm>).
- Expectations for conduct during unofficial time during the field trip should be communicated. However, during “unofficial time,” the student is on his/her own and remains governed by the civil and criminal code of that particular jurisdiction.

- If there are latent or hidden risks associated with the field trip students should be made aware of these risks **prior to departing**. All participants are required to sign a “Student Conditions of Participation Agreement and Release” form. **Signed and dated copies of this form must be filed with the appropriate department’s project coordinator two (2) weeks prior to the field trip.**
- If **proof of health insurance** is required of the field trip participants, the requisite information must be collected, copied and filed with the department’s project coordinator two (2) weeks prior. When proof of health insurance is required, all participants must sign a “Student Conditions of Participation Agreement and Release.”

### **Travel Insurance**

- K-State faculty, staff, and students traveling abroad on official K-State business are covered under the On Call International Global Assistance and Insurance Program. This policy covers costs that could be incurred while traveling abroad, including but not limited to emergency medical evacuation, repatriation of remains, security evacuation benefit, and provides insurance if treated by a doctor while abroad. This policy is extended to faculty and staff at no cost while on university business. K-State will assess student travelers a modest fee for the OnCall international coverage. The fee will be posted to students’ KSIS account. Individual travelers or departments are financially responsible for costs that are not covered by the policy. Valuable information about the policy, and health and safety in your destination of travel is available and more information can be found here: <https://www.k-state.edu/risk/international/travelservices.html>. For travelers interested in obtaining supplemental travel insurance, they can explore the Cancel For Any Reason and Interruption For Any Reason insurance policies recommended on the KSU Office of Risk and Compliance website: <https://www.k-state.edu/risk/international/travelservices.html>
- Please print the insurance card and description of coverage found at the link above and bring it with you as you travel.

**Note: Travelers are responsible for unexpected or additional travel expenses, including quarantine costs. The On Call International Global Assistance and Insurance Program doesn't include coverage for quarantine costs.**

- The faculty member should investigate in advance whether a sponsor(s) and/or site owner(s) has additional safety and/or site visit requirements for participants. Faculty should communicate those requirements to the students **prior to field trip departure**.

### **TRANSPORTATION PLANNING**

- ☐ The form of transportation should be considered by the faculty.
  - Airplane – Whether the flight(s) are booked by each individual or by a group, using a travel agent is recommended. Purchasing travel insurance for flights or other means of travel is not reimbursable by the State of Kansas for faculty. This is a faculty choice: while the faculty member would incur some cost for travel insurance, if there are problems with the airline, the flights or a serious delay, having the support of the agent and the trip insurance to cover unanticipated costs may be desirable.
  - Other transportation, such as bus or train, will also require advance planning and should be included in faculty planning.
  - The field trip begins at time of arrival at the destination. If individuals (faculty, staff, or students) are arriving at the destination at different times, a plan, including

transportation options, for late arrivals should be communicated to students in advance of departure.

## EMERGENCY PROCEDURES

- ☐ For minor accidents/injuries reported to faculty member by student(s), faculty should encourage the injured student to seek any medical advice/attention upon return from the field trip which the student and/or their parents deem appropriate.
- ☐ For serious injury/accident, faculty member should call immediately for appropriate medical attention. After medical attention has been secured, faculty should telephone, text, or send an e-mail to Joe Milostan of Office of International Programs (OIP) milosta1@ksu.edu, Associate Dean Katie Kingery-Page, as well as the faculty's Department Head, notifying them of said injury/accident as soon as feasible.
- ☐ Faculty members are reminded of the confidentiality of the student's information in maintaining the "circle of trust." Information regarding the injury/accident must not be discussed with any third party.

## FINANCIAL AID FOR STUDENTS

- Students are encouraged to explore financial aid options to assist in covering the costs of field trips. This would include, but not limited to, visiting with their Financial Aid Advisor in the Office of Student Financial Assistance, consulting with their department's project coordinator regarding availability of travel awards; and, if a graduate student, making inquiry with the Graduate School regarding application criteria and application process for a Graduate Student Council Travel Award. Students should be encouraged to explore financial aid options as soon as they decide to participate in the scheduled field trip. Faculty should assist the student in their requests for travel awards/financial aid by providing a cost summary sheet on departmental letterhead, that is verified and signed by a professional representative of the department (typically the academic advisor) in addition to the written field trip description.

## IMMUNIZATIONS

A Travel Consult is available at the K-State Lafene Allergy and Immunization Clinic to assist students, faculty, or staff who are traveling internationally. Travel consultations include:

- ☐ Individual review of vaccination requirements for the region being visited.
- ☐ Travel recommendations for the region based on current health and safety precautions.
- ☐ Worksheet completion listing requirements and recommendations.
- ☐ Referral to a physician for any medications, health assessment, or needed instruction.
- ☐ Vaccinations are available and may be initiated at the time of the initial consult.

K-State Lafene Health Center Services include information about health risks and suggested preventative measures based on recommendations by the Centers for Disease Control and Prevention and the US Department of State. Advance consultation with Lafene will help ensure that any recommended vaccinations, anti-malaria treatment (if indicated), medications, and other precautionary measures are made available and provide adequate protection to faculty, staff, and students before their departure date. Some vaccination requirements may take several months to be completed. An initial consult requires a 30-minute appointment. If vaccinations are to be given, allow for a 60-minute appointment time. If a physician visit is recommended, an appointment may be made after the initial consultation. Please bring a record of prior immunizations to the initial appointment or upload the documents to the myLafene portal. Please also bring your completed Travel Clinic Form (found at <https://www.k-state.edu/lafene/services/travel/index.html>) to your initial consultation. There is no charge for the

travel clinic consultation, but you will be charged for any received vaccinations and/or purchased medications. You can receive current prices for services, appointments, or additional information by calling 785-532-6544.

**K-State strongly encourages all travelers to participate in a travel consult from Lafene Immunization Clinic or from their primary care physician prior to their departure. <https://www.k-state.edu/lafene/services/travel/index.html>**

## **FINANCES**

There are university policies that govern the collection and/or use of money which faculty must comply with when organizing a field trip.

Very early in the planning stage, faculty should schedule an appointment to see their department's project coordinator for assistance in working out the financial details so that faculty member(s) follow university policies.

University policies include, but are not limited to:

- ☐ Faculty should not sign any contract on behalf of anyone but themselves for transportation or lodging. APDesign is responsible for facilitating and executing all contracts for any services, lodging and other arrangements for student international travel that is managed by APDesign in accordance with the University contracting policy [PPM 3070](#). All such contracts should first be reviewed by the faculty's department, then submitted to Dean's Office for review, which will forward them to the Office of General Counsel, Assistant Vice President for Research Compliance and the Office of Risk and Compliance for review prior to signature by an authorized University signatory.
- ☐ Faculty should not pay for student expenses if possible. If unavoidable, then faculty should retain all receipts for such personal payments and promptly submit them to APDesign Budget Officer/Accountant upon return to campus for reimbursement consideration.
- ☐ Faculty should not ask students to pay for or "carry" costs of faculty expenses or of student peers' expenses. Students may be expected to pay for their own expenses. How much, how paid, and the deadline for payment should be made clear to students by the faculty leading the field trip.

## Faculty-Led International Field Trip

### Faculty Checklist

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#### TO BE COMPLETED BY THE FACULTY MEMBER RESPONSIBLE FOR THE COURSE:

- ☐ Read Guidelines for International Field Trips
- ☐ Discuss proposed field trip with department head and colleagues
- ☐ Obtain department's written authorization well in advance of the planned trip, in well in advance of the beginning of the semester
- ☐ An out-of-state travel request form must be submitted by faculty and approved by their department prior to travel. Please consult with your department head to complete the out-of-state travel request form.
- ☐ Prepare written description of field trip (*Including type of field trip: mandatory or optional*)
- ☐ Prepare schedule of field trip, including:
  - Official and unofficial times noted
  - Dates of field trip inclusive of departure and arrivals
- ☐ Prepare description of how a student can request special accommodations
- ☐ Prepare cost and fund summary
- ☐ Communicate field trip description and schedule to:
  - Department Head and/or department's project/program coordinator
  - Katie Kingery-Page, Associate Dean
  - Courtney Markle, Project Coordinator
  - Thom Jackson, director of communications for APDesign
- ☐ Provide supporting documents (copy to department's project/program coordinator)
  - Written description of field trip including printed documentation that the destination(s) have not been issued a travel warning or travel alert.
  - Schedule with official and unofficial times noted as well as dates of field trip inclusive of departure and arrivals
  - Cost and fund summary
  - List of participants
  - Flight information for students and faculty member (#of flight, carrier, airport(s))
    - Any other transportation needs
  - Lodging, including address and telephone number (obtain student lodging preferences in advance of booking lodging)
  - Names of host(s) while in country including contact information
  - Contact information for all faculty while on field trip
- ☐ Complete the Required University International Travel Registration at <https://www.k-state.edu/risk/international/registration.html>
- ☐ Prepare letter for students to provide to other instructors whose classes they might miss due to participation in the APDesign field trip
- ☐ Provide a copy of completed student packets to the Department AND Associate Dean Kingery-Page (who will copy to the Office of International Programs), no later than two weeks prior to departure.



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## FIELD TRIP/CONFERENCE ESTIMATED COST/FUND

**Professor(s)** \_\_\_\_\_  
**Department(s)** \_\_\_\_\_  
**Course # & Name** \_\_\_\_\_  
**Purpose of Trip** \_\_\_\_\_  
\_\_\_\_\_  
**Destination(s)** \_\_\_\_\_  
\_\_\_\_\_  
**Dates of Travel** \_\_\_\_\_  
**Anticipated # of Students** \_\_\_\_\_

**FUND SOURCE(S)** (EX: Grant, Department, Dean, Department Foundation, Student Pays)

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**ESTIMATED TOTAL COSTS\***

**STUDENT ESTIMATED COST**

Transport Type (EX: Private/State Vehicle, Airplane, Bus, Public Transport)

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Meals	\$ _____	\$ _____
Lodging	\$ _____	\$ _____
OnCall Insurance Student Fee**	\$ _____	\$ _____
Registration/Admission Fees	\$ _____	\$ _____
Misc.	\$ _____	\$ _____
Total Cost	\$ _____	\$ _____

*\* Use current State of Kansas Travel Policies and Reimbursement Rates as a guide to estimate costs.*

*\*\* Required for an International Field Trip/Conference – Contact the Office of International Programs (OIP) for estimate*

**Required Signatures:**

**Faculty Member** \_\_\_\_\_  
**Department Head** \_\_\_\_\_  
**Dean (if funding)** \_\_\_\_\_  
**Date Submitted:** \_\_\_\_\_



## **Student Conditions of Participation Agreement and Participant Consent, Release, and Assumption of Risk for APDesign Faculty-Led International Field Trip or Conference**

In consideration of being allowed to participate in a Kansas State University/APDesign International Field Trip or International Conference, I hereby waive, release and discharge the College of Architecture, Planning & Design (APDesign), Kansas State University, the State of Kansas, the Kansas Board of Regents, and all their agents, officers and employees, (collectively, “releasees”) from all claims, demands, and causes of action of any kind, including claims for negligence, which may arise from my participation in the field trip/conference, and without limiting such release, I also agree to the following terms and conditions of participation:

### **Behavior and Academic**

I am voluntarily choosing to participate in this field trip/conference through Kansas State University/APDesign. I understand that my participation in the field trip/conference is voluntary and subject to my agreement to these terms.

I am responsible for abiding by Kansas State University’s Student Code of Conduct found at <http://www.k-state.edu/osas/code.html>. I understand that any violation or other disruption I cause to the field trip/conference may result in disciplinary action being imposed on me, up to and including dismissal from the field trip/conference, administered by an official University representative accompanying the group while abroad on the field trip/conference. Further disciplinary measures may be initiated by the Office of Student Life, or other applicable personnel, in accordance with prescribed procedures in the Code of Conduct and may be done when practical and feasible under the circumstances, including but not limited to upon my return to the United States and/or a Kansas State University campus.

I understand that I am required to participate in all aspects of the field trip/conference including: pre-departure orientation meetings/classes, on-site lectures, excursions, events, projects, and post-return activities. I understand that non-compliance with these requirements may subject me to disciplinary action, up to and including dismissal.

I understand that in determining my eligibility to participate in the field trip/conference, the University engages in a risk assessment. I understand that part of the risk assessment includes consideration of any past violations of University policies based on misconduct, as well as other relevant information. I consent to disclosure of all my education records for the purpose of this risk assessment, and intend this to be my consent under the Family Educational Records Privacy Act (FERPA).

### **Safety**

I understand that it is my responsibility to register with the U.S. Department of State’s Smart Traveler Enrollment Program (<https://step.state.gov/step/>), so the U.S. Embassy or Consulate in any visiting country knows of my whereabouts, in the case of an emergency when it might be necessary for a consular officer to contact me.

I understand that it is my responsibility to provide the APDesign updates to my contact information and my emergency contact's information. I give APDesign/Kansas State University permission to contact my parents or next of kin, if necessary, concerning matters of health and safety.

APDesign/Kansas State University may (but is not obligated to) take any action it considers to be warranted under the circumstances regarding my health and safety, including but not limited to sending me home or contacting my parents or emergency contact. I agree to pay all expenses relating thereto and release Kansas State University from any liability for any action or inaction in this regard.

I understand that Kansas State University cannot guarantee the safety of participants or eliminate all risk while abroad. I understand that the releasees cannot and do not assume responsibility for the actions of persons not employed or otherwise engaged by the releasees, including but not limited to, for events that are beyond the control of the releasees or for situations which arise due to the failure of a participant to disclose pertinent information.

I understand that there are risks associated with international travel and residence in another country, which I fully assume. These risks may include, but are not limited to: exposure to potentially serious health and safety hazards such as transportation accidents; damage to, theft, or loss of my possessions; harm from third-party crimes; storms, floods, earthquakes, and other natural disasters; infectious diseases; inadequate medical care; remote access to medical treatment; foreign, political, legal, social, and economic conditions; application of different laws, police, and legal systems; standards of design, safety, and maintenance of buildings different than the United States, public places, and conveyances; armed insurrections; and terrorist activities, all of which may result in personal injury, destruction of property, and death.

### **Travel**

I understand and acknowledge that the releasees assume no responsibility or liability, in whole or in part, for any delays, delayed or changed departure or arrival times, fare changes, dishonors of hotel, security deposits, airline or vehicle rental reservation, missed carrier connections, sickness, disease, injuries (including death), losses, damages, weather, civil unrest, or public health risks. If, due to weather, flight schedules, or other uncontrollable factors I am required to spend additional time traveling, I understand that the releasees will not be responsible for my hotel, transfers, meal costs, or other expenses.

I am solely responsible for obtaining a passport and the proper visa(s) (if applicable) required for traveling abroad.

Kansas State University strongly discourages participants from operating motor vehicles while traveling abroad, due to the inherent dangers of driving in a country with different traffic laws, driving habits, and regulations relating to insurance. If, however, I decide to operate a motor vehicle while abroad, I recognize that the Kansas State University assume no financial or other responsibility for any legal liability or counsel, car repairs, or medical care if I am involved in an accident or otherwise while operating a motor vehicle abroad.

I understand that during free time within the period of the field trip/conference and before or after the period of the field trip/conference, I may elect to conduct myself according to my own wishes, including without limitation, to travel independently at my own expense. However, I understand that during such free time, the releasees, including without limitation APDesign/Kansas State University, staff, faculty

leaders, other supervisors, or any of their counterparts overseas are not responsible for me nor will they supervise me during such free time, even if one or more of them are present in the same location as me. I understand that the releasees shall have no responsibility or liability for any injury, damage, or loss suffered by me during such periods of free time.

### **Medical/Health**

I agree to consult with a medical doctor, the Center for Disease Control, the Lafene Health Center, and/or the U.S. Department of State's Travel Registration website for required or suggested vaccinations, immunizations, and other health related information and warnings pertaining to my travel abroad.

I understand that if I require hospitalization or medical treatment during the field trip/conference, the releasees do not assume legal responsibility for facilitation of such care nor payment of such costs.

I understand that I may be responsible for purchasing my own health insurance and familiarizing myself with the terms and conditions of the insurance provider(s) related to the field trip/conference.

I understand that for information on requesting or making a request for a reasonable accommodation I should contact Kansas State University's Student Access Center.

### **COVID Vaccination Reminder**

Be aware that airlines may require passengers on international flights to show proof of having received the full dose of vaccination and/or proof of having a negative COVID-19 test prior to being allowed to board. Additionally, countries may require foreign travelers to show proof of having received the full dose of vaccination and/or proof of having a negative COVID-19 test prior to being allowed entry into the country. Vaccines are available through Lafene and many other health care providers.

### **Legal/Situational and Cultural Awareness**

I understand that each country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, alcohol and drug use, and behavior. I will become informed of, and will abide by, all laws and respect the standards and cultural differences for each country to which I will travel during the field trip/conference. I understand that the releasees are not responsible for informing me of international laws and in-country standards of conduct, but that I must educate myself and be aware of those. I understand that while abroad I may not be entitled to protection or application of laws of the United States. I understand that I will be solely responsible for my criminal conduct involvement, criminal investigation, or other charge or involvement with a criminal justice system or process with which I became or am involved and in nearly all circumstances will not be provided any assistance from APDesign/Kansas State University.

I understand that third-party program provider(s), if any, may have additional agreements, policies, rules, and/or guidelines to which I will be subject and by which I agree to abide.

I understand that unlawful use, possession or distribution of alcoholic beverages is a violation of the Kansas State University student code of conduct. If I decide to consume alcohol, I agree to consume alcohol responsibly and abide by the host country's laws and customs related to alcohol consumption. I understand that unauthorized distribution, use or possession of a controlled substance at or during University-sponsored programs and activities is a violation of the Kansas State University Student Code of Conduct.

I understand that FERPA is a federal law that protects the privacy of student education records, including information about the field trip/conference, and that, except as set forth above, APDesign will not release my education records to anyone, including my parents, except to those who I have given permissions through the designated access section in my KSIS account at <http://www.k-state.edu/onestop/designated-access/>, or as otherwise permissible under FERPA.

The laws of the state of Kansas shall govern the validity, construction and enforceability of this agreement, without giving effect to its conflict of laws principles. All suits, actions, claims and causes of action relating to the construction, validity, performance and enforcement of this agreement shall in the court of the state of Kansas, county of Riley, or a federal court in Kansas.

### **Financial/Program Cost**

The releasees do not assume responsibility for financial risks, costs, payments, or the like, associated with participation, dismissal, withdrawal or other association with a participant in any field trip/conference.

I understand I am strongly encouraged to purchase international health insurance, travel insurance, trip cancellation insurance, and other applicable insurance.

### **Withdrawal, Dismissal, Termination, and Cancellation**

I understand that Kansas State University or the host institution has the right to dismiss me from the field trip/conference at any time for behavior, which, in the judgment of APDesign/Kansas State University and/or Faculty Leader, disrupts the field trip/conference or brings the field trip/conference into disrepute.

I understand that APDesign/Kansas State University reserves the right to cancel the field trip (or travel to participate in a conference abroad) in the case of insufficient participation or for other reasons deemed appropriate. APDesign/Kansas State University also reserves the right to make changes to the field trip/conference (including but not limited to the faculty leader) or alterations in the field trip/conference's proposed schedule and itinerary.

### **Photographs/Likeness**

For purposes of this paragraph, "Photographs" include videotape, audio tape, film, photograph, electronic data or image, and/or any other recording medium. For purposes of this paragraph, "Likeness" includes my name, likeness, voice, biographical material, and/or other private and/or public facts and/or opinions. By participating in this field trip/conference, I also waive any rights to and consent to the releasees exhibiting and distributing, without charge, photographs of me and/or my likeness in whole or in part, without restrictions or limitation, for any communications, educational, marketing, advertising, publicizing, promotional, and/or any other purpose which the releasees deem appropriate, and, without limiting the foregoing release, hereby specifically release the releasees from any and all types of claims and liability including without limitation for negligence or invasion of privacy of any and all types, and for damages to my person, property, and/or reputation. I understand that I may opt out, but with no retroactive application, of this specific provision regarding the distribution and publication of photographs in which I am identifiable and/or of my likeness, but I am only permitted to do so in writing within ninety (90) days of signing this document, at which time my agreement becomes irrevocable and constitutes a continuing waiver, release, and consent with no limitations or reservations.

I have reviewed and understand the Student Conditions of Participation Agreement and Participant Consent, Release, and Assumption of Risk for APDesign Faculty-Led International Field Trip or Conference, understand and assume the risks associated with my participation in the field trip/conference, and agree that this document constitutes an agreement that legally binds me, my heirs, assigns, and my estate.

**By signing below, I acknowledge that I have read and understand this Student Conditions of Participation Agreement and Assumption of Risk and Release for APDesign Faculty-Led International Field Trip or Conference and fully understand and assume the risks associated with the participation in the field trip/conference.**

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**Signature of Student Participant**

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**Date**

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**Printed Name of Student Participant**

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Student Name \_\_\_\_\_

## Faculty-Led International Field Trip

### Voluntary Disclosure of Health Information and Special Needs

The purpose of this form is to help College of Architecture, Planning & Design (APDesign) faculty/staff provide you with appropriate help. It is important that the faculty/staff member on the field trip/attending a conference may be made aware of any medical or emotional issues or other special issues, which might affect your participation in this field trip/conference. Mild physical or psychological disorders can become serious under the stress of travel. This disclosure is voluntary. Any information provided will remain **confidential** and will only be shared with the faculty, staff, or appropriate professionals on a need-to-know basis.

\_\_\_\_\_  
Last Name First Name Middle Name

Field Trip: \_\_\_\_\_

Location of Field Trip: \_\_\_\_\_

Field Trip Dates: \_\_\_\_\_  
(Beginning to Ending)

#### Medical History

- ☐ Yes ☐ No Are you currently being treated for a physical or mental health condition that might affect your participation in the field Trip/conference? If yes, please explain.
- ☐ Yes ☐ No Do you have allergies that might affect your participation in the field trip/conference? If yes, please explain.
- ☐ Yes ☐ No Are you taking any medications that might affect your participation in the field trip/conference? If yes, please explain.
- ☐ Yes ☐ No Have you had any recent major injuries, diseases or ailments that might affect your participation in the field trip/conference? If yes, please explain.
- ☐ Yes ☐ No Are you a vegetarian or are you on a restricted diet? If yes, please explain.
- ☐ Yes ☐ No Is there any additional information that you wish to share that would be helpful for the program to be aware of during your field trip/conference? Please include learning disabilities or other special needs that might affect your participation in the field trip/conference.

#### Statement on Inclusive Lodging

The College of APDesign is committed to providing a safe, inclusive and supportive experience for all students. Recognizing that shared lodging may not be appropriate for everyone, we attempt to provide an inclusive, single-room lodging option for field trips. **Please contact Mitzi Farmer, APDesign Director of Academic Services (mwfarmer@ksu.edu), to make an alternate lodging request as soon as possible.** Note that availability of an inclusive lodging is not guaranteed. If you contact the Associate Dean with concerns related to lodging and field trips, the request will be handled through a confidential process.

#### Please initial one of the following statements:

\_\_\_\_\_ I certify that all responses made on the Voluntary Disclosure of Health Information and Special Needs form are true and accurate to the best of my knowledge, and I will notify APDesign hereafter of any relevant changes that occur prior to the start of the trip/conference and during the international travel.

~OR~

\_\_\_\_\_ I choose to not provide the above information.

\_\_\_\_\_  
Student Participant's Signature

\_\_\_\_\_  
Date



THE COLLEGE of  
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Student Name \_\_\_\_\_

## Faculty-Led International Field Trip Emergency Contacts

In the event of an emergency please contact:

1. Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Home #: \_\_\_\_\_

Work #: \_\_\_\_\_

2. Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Home #: \_\_\_\_\_

Work #: \_\_\_\_\_