

Hendrix College Travel Policy US State Department Travel Advisory Levels

Hendrix College strongly encourages its students, faculty, and staff who are contemplating travel abroad for educational or other purposes to plan well in advance and to take precautions to ensure a safe trip. All travelers should familiarize themselves with political, health, crime, and other safety-related conditions prevailing in any country and specific locations within the country(ies) to be visited. A review of these conditions should be performed by viewing web-based information provided by the US Department of State (<http://travel.state.gov/>) as well as information provided by various other cognizant agencies and governments.

The following provisions apply to all Hendrix students who intend to study abroad or participate in any travel abroad sponsored or funded by Hendrix, or in connection with a trip abroad by a recognized College organization or institution affiliated with the College:

All Hendrix students have primary responsibility for their own safety when traveling internationally, whether or not their travel abroad is funded or sponsored by Hendrix or is accorded credit by Hendrix. Before departure, all students traveling abroad to participate in an internship, perform service, undertake research, study abroad, complete an Odyssey project, or participate in a recognized student organization or athletic trip abroad, as individuals or in groups, must provide the College with a “Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement” in a form provided by the College, acknowledging their understanding of the risks of such travel, affirming that they have reviewed and understand the relevant safety-related materials, and stating that they are assuming the risks related to their international travel. Students under the age of 18 must obtain a parental/guardian signature on the form.

The US Department of State classifies countries around the world on a four-point travel advisory scale:

- Level 1: Exercise Normal Precautions
- Level 2: Exercise Increased Caution
- Level 3: Reconsider Travel
- Level 4: Do Not Travel

In general, Hendrix College incorporates this State Department information into its official Travel Policy in this way:

- Level 1: travel is allowed
- Level 2: travel is allowed (supplemental liability form required)
- Level 3: students and employees must petition the Hendrix Travel Advisory Committee for approval to travel
- Level 4: travel is not allowed under any circumstances

More specifically, here are the steps students and employees must take to travel to countries at each Travel Advisory level:

Level 1	Level 2	Level 3	Level 4
<p>Complete the College’s “Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement”</p> <p>Enroll in the US State Department’s “Smart Traveler Enrollment Program” (https://step.state.gov/)</p>	<p>Complete the College’s “Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement”</p> <p>Enroll in the US State Department’s “Smart Traveler Enrollment Program” (https://step.state.gov/)</p> <p>Complete the College’s Liability “Supplement for a US Department of State Travel Advisory Level 2 or 3 Country”</p>	<p>Complete the College’s “Release of Liability, Waiver of Rights, Assumption of Risks and Indemnity Agreement”</p> <p>Enroll in the US State Department’s “Smart Traveler Enrollment Program” (https://step.state.gov/)</p> <p>Complete the College’s Liability “Supplement for a US Department of State Travel Advisory Level 2 or 3 Country”</p> <p>Complete the College’s “Petition to Travel to a US State Department Travel Advisory Level 3 Country”*</p>	<p>Travel not allowed under any circumstances</p>

*In order to petition to travel to a Travel Advisory Level 3 country, a student or employee must follow normal program application procedures defined by the Office of International Programs; the Odyssey Office; the Hendrix-Murphy Foundation; the Miller Center for Vocation, Calling & Ethics; or other recognized College organization. The “Petition to Travel to a US State Department Advisory Level 3 Country” form, as well as any supporting documentation, must be submitted to the Office of International Programs no later than 15 business days before any program deadlines, and at least 30 business days prior to departure.

The Office of International Programs and Director of International Programs Dr. Peter Gess (gess@hendrix.edu) are available to help you through this process and answer any questions you might have.

**RELEASE OF LIABILITY, WAIVER OF RIGHTS, ASSUMPTION OF RISKS AND
INDEMNITY AGREEMENT**
Supplement for a US Department of State Travel Advisory Level 2 or 3 Country

Basic Information

Participant (please print): _____

Program Name: _____

Country & Corresponding Advisory Level: _____

Dates to be in Listed Country: _____

Checklist (please initial each)

_____ I am at least 18 years old.

_____ I have read and understand the U.S. Department of State Travel Advisory for the country to which I will be traveling.

_____ I acknowledge that I am solely responsible for any legal problems I encounter with any foreign nationals or government and that Hendrix College has no obligation to provide any assistance under such circumstances.

_____ I understand that the U.S. Government may not be able to provide me any legal, medical or emergency assistance while I am in the country listed above.

_____ If the country listed above has a Travel Advisory of Level 3, I have also completed the "Petition to Travel to a US State Department Advisory Level 3 Country" form.

_____ I have been afforded the opportunity to ask questions concerning the travel advisory and travel to the country listed above with the Hendrix Director of International Programs, or have ceded the opportunity to do so.

Signature

I have, on my own volition, elected to travel to the country listed above. I understand that my travel is subject to approval by the Hendrix Travel Advisory Committee. I also understand that I will be required to obtain additional approval from the office coordinating my specific program (e.g., Office of International Programs; the Odyssey Office; the Hendrix-Murphy Foundation; the Miller Center for Vocation, Calling & Ethics; or other recognized College organization).

I acknowledge that while academic and Odyssey credits are required by the College, there are ample opportunities to earn these credits in the United States or in countries at a lower US State Department Travel Advisory Level. My participation in this program involving travel to a US

State Department Travel Advisory 2 or 3 country is elective and voluntary on my part and is not required by the College.

Student Signature:

_____ Date: _____

Return this completed form to the Office of International Programs, SLTC 242.

**PETITION TO TRAVEL TO A
US STATE DEPARTMENT TRAVEL ADVISORY LEVEL 3 COUNTRY**

Basic Information

Participant (please print): _____

Program Name: _____

Advisory Level 3 Country: _____

Dates to be in Listed Country: _____

Student Signature and Date: _____

1. **Please print and attach to this form** the current US Department of State Travel Advisory for the country to which you will be traveling.

2. **Please attach to this form** a personal essay explaining:
 - a. your goals, objectives, and justifications for the proposed travel;
 - b. alternatives you considered to the proposed destination, and why these alternatives will not meet your goals and objectives;
 - c. your personal experience that demonstrates the level of maturity and judgment needed to travel to a potentially dangerous location; and
 - d. the steps you will take to be safe in the country listed above, acknowledging the specific threats in the attached travel advisory.

Return this completed form to the Office of International Programs, SLTC 242, later than 15 business days before any program deadlines, and at least 30 business days prior to departure.