

STUDENT TRIPS

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	Student/Academic
Policy Number:	D40
Approval Date:	May 20, 2021
Effective Date:	June 1, 2021
Policy Owner:	The AVP, Students and Registrar in consultation with the manager responsible for International

Objective:	Olds College values the benefits of off-campus student trips that allow members of the College community to broaden their experiences, expand and share their knowledge, and to encourage innovation and collaboration. The College is committed to supporting safe educational and athletic off-campus experiences.
Policy:	<p>All students are required to complete a 'Student Trip Participation Waiver Form' which acts as a release of all claims, waiver of liability, assumption of risks and costs associated with the trip, which will be stored electronically.</p> <p>Any staff or student utilizing their own vehicle for any trip has the sole responsibility to attain personal insurance coverage. If staff or students travel together, it is the driver's responsibility to have insurance coverage. Olds College insurance does NOT cover any personal vehicles.</p> <p>There are two (2) categories of approved trips, Mandatory and Non-Mandatory. Requests to sponsor these trips may originate from a variety of areas, however, trips will have academic validity or merit in the overall development of the student. As approved events, under the direction of a trip leader, student trips fall under Olds College insurance coverage.</p>
Definitions:	Mandatory (Program) - Trips and field work which are a mandatory part of the academic program. The College may approve Mandatory trips providing the following criteria are met: Mandatory trips must have written approval from the appropriate Dean\Associate Dean. The College is responsible to provide transportation. A college employee (Trip Leader) must accompany the students on the trip. At the discretion of the Trip Leader, individual students may make other transportation arrangements providing they cover their own costs.

Non-Mandatory - Trips which are not a mandatory part of the academic program but are approved. The College may approve Non-Mandatory trips providing the following criteria are met:

- Non-Mandatory trips must have written approval from the appropriate Dean\Associate Dean\Director\Manager.
- Non-Mandatory trips include sanctioned (league) and approved (exhibition) Olds College Broncos Athletics trips.
- Must have written approval from the Dean\Associate Dean\Director\Manager for any College equipment being utilized. A list of equipment, dates of use, fees to be charged, and the cost centre responsible for payment, must be included in the request.
- The organization or group coordinating the trip may solicit financial support through appropriate institutional channels. The College is not responsible for providing transportation, but it is optional at the discretion of the Dean\Associate Dean\Director\Manager.
- In the event that the College pays for a bus or other transportation, individual students are not precluded from making other transportation arrangements provided that they cover their own costs.
- A college employee (Trip Leader) must accompany the students on the trip.

Unsanctioned Trips - Trips that are not approved are unsanctioned. Staff and students who partake in unsanctioned field trips do not have insurance coverage through Olds College. Examples of unsanctioned trips, include, but are not limited to:

- Activities organized exclusively by students or student groups without written approval by the Dean\Director\Chair.
- Activities organized by the Students' Association of Olds College (SAOC) including clubs and bodies ratified by the SAOC.

International Trips - Trips that are outside of Canada and are approved by the appropriate Dean\Associate Dean\Director.

- International Trips may only be Non-Mandatory.
- International Trips follow the guidelines and procedures within the Student Trips - International Destinations Procedure.

Related Information:

[Student Trip Participation Waiver Form](#)
Emergency Protocol – International Activities and Travel

Related Procedures:

[Student Trips](#)
[Student Trips - International Destinations](#)

Review Period:

3 Years

Revision History:

May 2015: Revised
September 2017: Revised
May 2021: Revised

