



SAINT LOUIS UNIVERSITY
MADRID

Trips Policies and Guidelines

All the trips listed on the web for the current or future semesters are subject to change or cancellation.

All trip fees must be paid in SLU-Madrid Campus Finance Office, located on the ground floor of Padre Arrupe hall (Avenida del Valle, 34).

Student Life Trips: Student Life organizes cultural excursions and day trips to destinations across Spain and beyond.

The fee for day trips normally includes transportation to and from the University, all entrance fees, and guided tours in English. **Fees are non-refundable, unless trip is cancelled**

The fee for overnight and weekend trips and other excursions normally includes transportation, lodging, entrance fees, and breakfasts. **Fees are non-refundable, unless trip is cancelled.**

Faculty-led Trips: Many faculty incorporate experiential components into their courses, complementing the material covered in classroom. These academic excursions not only enhance learning, but offer course content in a dynamic and hands-on manner. The itineraries of faculty-led trips posted on the website are subject to change.

For most classes, the faculty-led trip is *mandatory*. Students enrolled in the class must participate and thus make payment for the trip.

For other classes, the faculty-led trip is *optional*. Optional faculty-led trips are open to students not registered for the class. Payment of trip fees reserves a student's participation; however, all trips are subject to a minimum and maximum number of students. **Fees are non-refundable, unless the minimum number of participants has not been reached.**

Students not registered in the class who wish to participate on a faculty-led trip may do so only with the professor's permission. For further questions faculty-led academic trips, students may wish to contact the professor of the corresponding course.

Prices for faculty-led trips posted on the web are approximate; final prices are set on ADD/DROP Day, as the cost of a trip may depend on the number of students enrolled in the class. The cost of the professor's trip and - for classes with more than 14 students- of a chaperon; are divided among the students enrolled in the class on ADD/DROP Day. Each student enrolled in the class must make payment right after ADD/DROP Day. PLEASE NOTE: All students, including those who withdraw from the class after ADD/DROP Day, are responsible for making full payment for the trip as bookings and reservations will have been made counting with those students who were registered in the class on ADD/DROP Day. **Fees are non-refundable, unless the trip is cancelled.**

Attendance Policies: Students should review the attendance policies included on the syllabi for all courses in which they are enrolled. Participating in a SLU-sponsored trip does not excuse students from these policies, nor does it excuse students from the academic requirements of other courses (assignments due, exams, material covered in their absence). Student Life provides the names of students participating in SLU-sponsored trips to all faculty, but the students should plan in advance and anticipate potential conflicts when enrolling in a class with a mandatory trip or choosing to participate in an optional SLU-sponsored trip.

Punctuality: Punctuality is essential for group travel. Often, trips itineraries include travel using public transportation; even chartered transport cannot be delayed. Students who are not present at the time of departure of the trip forfeit their place on the trip, with no refund. Students who are not present at the time of departure of any segment of the trip are responsible for all arrangements and related costs incurred to return to Madrid.

Rooming Assignments: To expedite check-in to accommodations, room assignments are made prior to trip departure. For security reasons, students may not make changes to their assignments without the explicit permission of the professor or staff member on the trip.

Travel Documents: All students must have a passport valid for at least six months after the trip's return date. If students need visas or permits to enter the country of destination or to return to Spain, they are responsible for obtaining these documents and assuring that they are in their possession.

Conduct: Students must follow the directions of the professor(s) or staff member leading the trip. They must also respect their fellow students by 1) being on time, 2) being considerate of group needs, 3) contributing to the positive atmosphere on the trip; and 4) follow the itinerary of the trip.

The Code of Student Conduct applies to all SLU-Madrid activities, including trips. The sanction for repeated or serious offenses during any trip may result in the student's expulsion from the trip, with no right to a refund. In such cases, students are responsible for their transportation, lodging, and meals following the expulsion.

Alcohol abuse and drug use are not only violations of the Code of Student Conduct, but a danger to the student him/herself and others. Failure to comply with the policies outlined in the Code of Student Conduct will result in sanctions, including fines, expulsion from a class, and suspension from the University.

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