

Section: Outdoor Adventures  
Subject: Trip Policies  
Applies To: OA Program

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Registration and Refund Policies for Trips:

1. Registration is on a first come, first serve basis.
2. Payment of the total trip fee is required at the time of registration. In the event the trip is over \$500, participants can choose a payment plan option and would need to fulfill those contractual obligations.
3. Reservations for a trip may be made by phone or in person only during Rental Center operating hours. Participants will be required to provide a credit card number and expiration date at the time of reservation. By providing the credit card information and reserving and/or participating in the trip, the participant authorizes the University to charge any fees and other amounts due from the reservation and/or participation in the trip.
4. Participants will receive a refund if participant can find a substitute participant prior to the pre-trip meeting or if participant have a documented medical emergency. The refund will be processed only upon payment of the trip fee by the substitute participant.
5. The University of Michigan reserves the right to cancel any trip because of weather, low enrollment or other unforeseen circumstances. Participant will receive a full refund if the University cancels the trip. The University shall have no liability for cancellation of a trip.
6. No refunds are paid in cash. Refund checks take 8-10 weeks to process.
7. If all spots for a trip are filled, the University will accept persons for a waitlist. To be placed on the waitlist participant must pay a \$25 deposit. If a spot becomes available prior to the pre-trip meeting, the participant will be notified by telephone of the opening and will have 1 business day to join the trip by calling and confirming the open spot. If OA does not hear from participant in 1 business day, the spot will be forfeited. Upon confirmation, the participant authorizes the University to charge the provided credit card the remaining balance of the fees. A full refund will be given to a waitlist participant who refuses opening at time they are notified of the opening.
8. Participant must go to all pre-trip meetings even if they are still on the waitlist, or participant will forfeit their \$25 deposit and will not be allowed to go on the trip even if a spot becomes available.

Trip Program:

1. Trips are open to all students, faculty, staff, and the general public.
2. Participants must be at least 18 years of age, or an enrolled University of Michigan student, to participate on Outdoor Adventures Trip Programs.
3. Consumption or possession of drugs and/or alcohol is prohibited in any Outdoor Adventures program. This means for immediate dismissal at the participant's cost.
4. Participants must attend the pre-trip meeting or participant will not be allowed to participate in the scheduled trip and will receive no refund.
5. Participant must fill out completely and sign all medical, waivers, and release forms.

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6. It is strongly recommended that participants have health insurance for the trip. For contracted venues and vendors, it may be mandatory to provide proof of health insurance. For international programs it is the participant's responsibility to make sure their policy is valid outside of the U.S.
7. There may be additional waiver and releases participant may need to submit to participate for contracted venues.
8. The trip fees vary in what they cover from program to program; they may cover all or a portion of: food, transportation, fuel, lodging, leaders, contracted outfitters, tips and group gear. This information may be obtained from the disclosure sheet.
9. Participant is responsible for any personal camping gear items, participants own clothing and footwear, as well as items not covered in participants specific programs cost as identified at the pre-trip meeting.
10. Participant must have a valid passport in order to participate on international venues. It is mandatory that all persons have a passport to travel on programs to Canada and Mexico.
11. Most trips will have group housing in tents, shelters, hotels, or bunkhouses. There will be no accommodations made for exclusive relationships.
12. Trips will start and end at a specific time and location. Participants are responsible for their own travel to and from the location and any expenses incurred along the way. If a participant is not at the designated site on time, the University will not wait to start the trip nor take responsibility for the participant.
13. Individual Actions: There shall be no violation of State, Federal or International laws nor any action which could be harmful or cause embarrassment to any individual on the course, or the University of Michigan.
14. Equipment Care: Participants will be required to replace any damaged or lost group equipment. Replacement and/or repair costs of any group equipment will be shared equally among all participants and instructors.