

APPENDIX A

Waiver for Group Student Travel

IMPORTANT: APPENDIX A is to be used if a NSCAD employee has arranged student travel and/or has booked accommodations for a group of students. If students are making their own way to and from a destination, whether by walking, public transportation or organizing their own carpool arrangements, only a completed APPENDIX B (the Individual Student Travel Form) is required one for each student. Carpool driver and passenger assignments, or other group travel organized by a NSCAD employee, requires a completed APPENDIX A.

The applicant(s) recognize the following:

- NSCAD-organized student group travel waivers must be approved by the Vice President, Academic & Research and by the AVP Student Experience or their designates before any travel can occur or any travel subsidies will be released.
- Whether or not the student travel is a requirement or recommendation of a course offered by NSCAD, the undersigned recognizes that NSCAD University and the organizing NSCAD University official have a duty to provide a safe learning environment while students are engaged in education-related activities off campus.

Trip Start and End Date	
Trip Destinations(s)	
Is this trip <input type="checkbox"/> A curriculum requirement <input type="checkbox"/> An alternative to a course requirement <input type="checkbox"/> Optional curriculum enrichment	
Is there a Travel Subsidy associated with this trip <input type="checkbox"/> Yes - Approved <input type="checkbox"/> Yes - Pending <input type="checkbox"/> No	
Mode of Travel	
Number of Students	
Supervising Faculty or University Official or Designated Student Official	

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The Crisis Management Team member who has agreed to serve as our contact (usually the AVP & Registrar):

Crisis Management Team Member	Cell Phone Number
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As an official of NSCAD University, I accept the responsibility to take the greatest degree of care and control within our means to provide a safe learning environment during the time away from campus.

I have reviewed each of the attached Individual Student Travel Forms and I affirm

- that each form has been satisfactorily completed and signed by each student
- that each student has health care coverage through Green Shield, Student VIP or parental health care (Upon request SUNSCAD can provide a list of travelling domestic students covered by Green Shield or parental health care, and the Office of Student Experience can provide a list of travelling international students covered by Student VIP.)
- that each student, who has indicated a medical condition Emergency Medical Technicians would need to know in an emergency, has informed me of the condition and any medicines to be used or not to be used in an emergency
- that each student driving a vehicle has shown me a valid driver's license and valid vehicle insurance
- that each student, if travelling outside Canada, has a valid passport and international health insurance

Faculty or Designated Student Official	Date
Faculty or Designated Student Official	Date

Waiver Approved

Associate Vice President & Registrar	Date
Vice President, Academic & Research	Date