

Office of Student Development

Trips Rules and Regulations

The American University in Cairo through its various agencies- such as departments and student clubs and organizations...etc. occasionally sponsors guided trips or excursions both in Egypt and in other countries and regions of the Middle East for the convenience of participants. Such travel, guidance, and related academic and non-academic services are subject to terms and conditions stated by AUC policy under which accommodations, academic and non-academic services and transportation are offered or provided.

Participation in all such trips is voluntary; consequently the following conditions are applicable:

First:

The American University in Cairo and its respective employees, agents, representatives and assignees, accept no responsibility of liability therefore. The American University is not liable for any injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any vehicle or the negligence or default of any company or person engaged in carrying out or performing any of the services involved. AUC in Cairo does not accept responsibility for losses or expenses due to sickness, weather, strikes, hostilities, wars, terrorism, natural disasters or other force majeure. All services and accommodations are subject to the laws of the country in which they are provided.

Second:

AUC reserves the right to make changes in any published or prior arranged itinerary whenever, in its sole judgment, conditions warrant, or if it deems it is necessary for the comfort, convenience or safety of the participating parties.

Third:

AUC reserves the right to withdraw without penalty any program announced. It also reserves the right to decline to accept any person as a participant in any program or excursion, or to require any participant to withdraw from any program or excursion at any time, when such an action is determined by the appropriate university representative to be in the best interest of the health, or safety and general welfare of the participating parties. The university representative, in the interest of the safety and welfare of trip participants, reserve the right to enter any room for emergency or inspection and confiscate items, which are found to be in violation of university rules and regulations. The university security has the right to check participants' luggage at any time before or during the trip and also has the right to confiscate items, which are found to be in violation of University rules and regulations.

Fourth:

AUC does not accept liability for airline, bus, railroad or any means of transportation penalty incurred by the purchase of a non-refundable domestic ticket for use in Egypt.

Fifth:

Baggage and personal effect are the sole responsibly of owners at all times.

Sixth:

Dates, schedules, program details and costs, given in good faith and based on information available at the time of the announcement of any program or excursion, are subject to change or revision.

Seventh:

The use of drugs or alcohol is strictly forbidden. AUC policies and procedures concerning drugs and alcohol should be strictly followed at all times.

Prohibition of Drugs:

It is the policy of AUC to prohibit the manufacture, distribution, dispensing, possession or use of any controlled substance (drug) or alcohol by students and employees of AUC, on the AUC campus or at student activities.

Prohibition of Alcohol:

As a matter of standing policy, AUC has long prohibited use or dispensing of alcohol on campus and in student activities, whether prohibited by law or not. AUC's policy is not only to conform to that law by prohibiting unlawful possession, use or distribution of alcohol by students or employees on the AUC campus; but also to preclude the presence of alcohol in student activities.

Disciplinary action for violations of these policies may range from warnings to mandatory participation in rehabilitation programs to dismissal.

Eighth:

Students must abide by the program, they should inform the chaperone all the time of your whereabouts. You must also submit the passport to your chaperone and keep a copy with you all the time. All passports are kept in the safe of the hotel.

Ninth:

Obligations of Participants

As the trip organizers must accept certain responsibilities, so must the participants. The weight of this responsibility for conduct falls on the individual student, in whom the university community places their trust. As such, we request that all participants follow these guidelines:

Members of the university community must accept responsibility for portraying themselves in a proper manner at all times. Participants should be aware of the fact that they represent the university at all times and must conduct themselves in accordance with Egyptian culture and in a manner not offensive to other people’s feeling. This includes but not limited to having opposite sex in the same room, public display of affection, using obscene language.

Participants are required to follow the program of the trip, the University Drug and Alcohol Policy as well as any other specified regulations on student conduct as outlined in AUC policies such as this document and the Student Handbook.

I the undersigned _____, certify that I have read the Trips Rules and Regulations and I agree to abide by them and by AUC policy.

Kindly note

- **Military Permission for travelling is the responsibility of the Student.**
- **In case of refunds and, according to the Contract and Terms of Cancellation Policy, participants shall be refunded after the return of the trip and discussion with the Travel Agency and the OSD/Accounting Unit at least three weeks after returning from the trip**

Student Name: _____ Student Signature: _____ Date: _____
 Parent Name: _____ Parent Signature: _____ Date: _____

OSD Staff Advisor: _____ OSD Advisor’s Signature: _____
 Date: _____

***This form is not official and will ONLY be considered as official after signature and stamp from OSD**