

Study Abroad Office  
ASSUMPTION OF RISK, RELEASE OF LIABILITY AND HOLD HARMLESS  
AGREEMENT: STUDY ABROAD  
Procedure for Work Trips, Field Trips, or Short Term Classes or Programs involving Travel  
outside the United States

**Purpose and function**

Recognizing the importance of centralized record-keeping for legal documents, the Study Abroad Office functions as the repository for Assumption of Risk, Release of Liability and Hold Harmless Agreements signed by Guilford College students as a requirement for participation in the following programs or trips:

- All semester-long Guilford College study abroad programs;
- All work trips, field trips, or other short term courses or programs for students involving travel outside the United States of America, whether for academic credit or not, that can be construed as sponsored by Guilford College.

The Guilford College Study Abroad Office **will not** function as the repository for Assumption of Risk, Release of Liability and Hold Harmless Agreements signed by Guilford College students participating in the activities involving travel within the United States.

**Procedures for work trips, field trips, or other short term programs**

1. Sponsors or leaders of trips involving travel outside the United States must contact the Study Abroad Office (Miriam Collins, ext. 2125) well in advance of departure to secure copies of the Assumption of Risk form for Study Abroad. The Study Abroad Office will make copies of the form available to trip leaders.
2. The trip leader will provide a list of student participants to the Study Abroad Office and the date of departure for the trip.
3. The trip leader will distribute copies of the Assumption of Risk form for Study Abroad to all student participants and will be responsible for informing the students that they must return this form, signed in the presence of a notary public, to the Study Abroad Office by a deadline at least three weeks prior to the date of departure. The trip leader will be responsible for assuring that all student participants have turned in this form to the Study Abroad office.
4. On or before the deadline for receipt of the form, the Study Abroad office will send the trip leader a list of all students who have turned in the completed form. If any student participants have not turned in the completed form by the deadline, the trip leader will be responsible for a) reminding such participants that they will not be allowed to participate in the trip without a completed form, and b) enforcing the policy that no student who has not turned in the completed form to the Study Abroad office will be allowed to participate in the travel outside the United States.
5. The Study Abroad office will maintain a file of all completed Assumption of Risk for Study Abroad forms for a period of five (5) years following the completion date of the trip or program.