

**Academic Affairs**

**AP 4027 TRAVEL STUDY PROGRAMS**

**Reference:**

Education Code Section 66015.7

College credit travel study programs and fee-based travel study programs may be offered by the colleges. A program application including a detailed itinerary and daily activities shall be submitted for consideration to the college Vice President for Academic Services. Programs offering academic credit must conform to approved course outlines, including written assignments and grading standards. Academic programs shall offer classroom type instruction with standards equivalent to on campus classes.

The Board may revise or cancel college credit travel study programs in time of war, regional conflict, public health emergency, or natural disaster.

**College and Board Approval**

College Credit travel study

- is intended for enrolled college students.
- directly supports the district mission and the Board priorities.
- may be proposed by any full-time or part-time faculty member through an application including relevant course outlines, a detailed itinerary, daily activities, and estimated cost, including insurance, that shall be submitted for consideration to the college Vice President for Academic Services, and approval by the College President.
- contract approval is overseen by the college Office of Academic Services, and the preparation of a written contract requires approval by the college President and the Vice Chancellor of Business Services.
- shall be approved by the Board.
- approval may be revised or canceled by the Board in time of war, regional conflict, public health emergency, or natural disaster.

Fee-based Community Services travel study

- is intended for members of the community.
- is managed by the college department of Community Services and approved by the Vice President overseeing Community Services.
- contract approval is overseen by the college Office of the Vice President overseeing Community Services, and the preparation of a written contract

requires approval by the college President and the Vice Chancellor of Business Services.

- shall be approved by the Board.
- approval may be revised or canceled by the Board in time of war, regional conflict, public health emergency, or natural disaster.
- travel company vendors must be Board-approved.
- travel company vendors may revise or cancel their programs in time of war, regional conflict, public health emergency, or natural disaster.

## **Program Release Forms**

### **College Credit travel study**

- All participating students shall complete a waiver holding the district harmless from any claims arising out of or resulting from the student's participation. The signature of a parent or legal guardian is required for minors.
- Only students enrolled at the time of travel are eligible to participate in college credit travel study.
- Students wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

### **Fee-based Community Services travel study**

- All participating community members shall complete a waiver holding the district harmless from any claims arising out of or resulting from participation. The signature of a parent or legal guardian is required for minors.
- Participants wishing to leave a group prior to completion of the program will be required to sign a notice of intent and release. Legal minors must have the signature of a parent or legal guardian.

## **Funding**

Travel study programs may be funded by several means: Faculty compensation for college credit sections offered through Travel Study is determined as per the FA contract.

- Fee-based Community Services travel study will be funded entirely by participant fees.
- Contractors may provide traveling and living expenses of instructors. Such provisions shall be included in the executed contract between the district and the contractor.
- Students may seek funding for college credit travel study through different sources, including through the financial aid application process and scholarships. Financial aid received may not meet the full demonstrated financial need for the travel study program.

## **Contracting Agencies**

Contracting agencies must meet criteria established by the district in regard to general content of a program, including financial obligations and arrangements, program costs, contingency provisions for emergencies, scholarships for students, types and quality of transportation provided, meals, housing and facility arrangements, and staff assistance and supervision.

## **Insurance and Liability**

Liability insurance shall be secured and included in the fee for every program. The district shall be provided with a valid certificate of insurance for each course or program naming the district as additional insured with a single limit of liability of not less than \$1,000,000, with evidence that the policy covers the worldwide exposures of the travel study program. The contractor shall also provide a hold harmless agreement in a form determined by the district's Business Services Office. The certificate shall be submitted with the executed contract to the Vice Chancellor of Business Services prior to commencement of the program.

All participating students shall be required by the contractor to secure medical and accident insurance for their own protection in amounts specified by the district. In addition, the contractor shall arrange for all medical and hospital arrangements that may be required. The contractor shall make available to participating students trip cancellation and baggage loss insurance.

District equipment, supplies, computer and network use may be used to create a program application including a detailed itinerary and daily activities to submit for consideration to the college Vice President. However, no district equipment, supplies, computer and network use, or postage shall be used in the development, recruitment, advertisement, or operation of fee-based travel that has not been Board approved as outlined.

For reference to Field Trips, see BP/AP 4300 Field Trips and Excursions.

---

**Approved:** June 17, 2025