



Outdoor Adventure Trip Policies and Procedures

Registration

- All registrations must be made in person in the Herrington Patriot Center (HPC) office or online at <http://www.utt Tyler.edu/recsports/outdooradventures/index.php>
- You must pay in full to register for an event. Payment Plans are only available for trips exceeding \$500.
- Registration is first-come, first-serve. Once all of the trip spots are filled you may request to get added to the “wait list.” Please email hpc@utt Tyler.edu and request to join the wait list for that specific trip.
- Anyone is allowed to register for these trips. Students, non-students, family members.
- Students are subject to judicial and academic reviews. You may not be allowed to come on a particular trip for any reason.
- Every trip cost is different. Students will pay less than non-students.

Refunds

- You must fill out the refund request form and turn it into the HPC office. The form must be completely filled out, otherwise the request will not be accepted.
- No refunds will be granted 2 weeks prior to the pre-trip meeting.
 - E.g. pre-trip meeting: Wednesday 9/27/2017 @ 6 p.m., form must be turned in before 9/13/17 by 5 p.m.
 - Late requests will not be accepted.
- After registration and before the 2 week cut-off, a \$10 administration fee will be collected. If the trip cost is \$10 no refund will be given. If the trip cost is less than \$10 no additional charges will be applied.
- For trips set up with payment plans:
 - 50% non-refundable deposit is required to register
 - If you pay more than 50% of the trip and submit the refund request form before the 2 week cut-off then you will be refunded that amount.
 - E.g 50% non-refundable deposit of \$250 for ski trip. You pay \$300. If your refund request form is accepted you will receive \$50 back.

Mandatory Pre-Trip Meetings

- Pre-trip meetings must be attended. These are listed on the website and on the online activity registration form.
- You are responsible for showing up. A courtesy email reminder will be set to all participants.
 - Even if you do not receive or read the courtesy email you are still responsible for showing up on time.
- Accommodations can be made for students who have classes during pre-trip meetings, but you must contact the trip coordinator prior to the meeting.
- You could be replaced by a student on the wait list and no refund will be granted.

Fitness Assessments

- Some trips will have a fitness assessment requirement (backpacking trips, hiking, multi-day trips etc.). The activity will have the specifications listed.
- The trip coordinator will contact you about the assessment. It is to be scheduled and completed before the trip date.

Weather

- Any trip can be cancelled at any time due to unsafe weather conditions.
 - E.g. lightning, harsh conditions, low water levels for river trips etc.
- Trips will first be rescheduled but could be cancelled all together. If the cancellation happens then a 50% refund will be given.