

2014/2015 TRAVEL REQUEST & HOLD HARMLESS AGREEMENT

INSTRUCTIONS for completing iE's Travel Request and Hold Harmless Form:

1. Complete page one (complete all sections and please print legibly.)
2. The adult assuming responsibility for the student during his/her travel must sign page one.
3. Natural parents must sign pages one and two.
4. Return the completed form to the student's Regional Director for review and consideration of approval (must be done several weeks prior to the student's requested travel dates). If the proposed travel is approved by iE, the student will be notified and a copy of the completed Travel Request and Hold Harmless Form will be uploaded to student's file in iE's online system.

Questions? Please contact your student's Regional Director (listed below):

Cynthia Rouillard – c.rouillard@international-experience.net

Dawn Green – d.green@international-experience.net

Joe Bissell – j.bissell@international-experience.net

Emily Rolin – e.rolin@international-experience.net

Thank you,

Your iE USA Team

2014/2015 TRAVEL REQUEST & HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement ("Agreement") is entered into by and

Between _____ and _____,
(please print name of natural parent or legal guardian) (please print name of natural parent or legal guardian)

Parents/legal guardian of exchange student _____ hereinafter "Promisor,"
(please print name of exchange student)

and international Experience (iE), a non-profit student exchange organization, hereinafter "Promisee,"

on this _____ day of _____ 20____.
(please print: date month year)

Recitals

Promisor desires to permit their daughter/their son, named above, exchange student participating in the iE exchange program, to participate in personal vacation travel

- ☐ Unaccompanied Travel (not traveling with her/his host parents or a responsible adult)
**It is understood that such unaccompanied travel is prohibited by iE program rules and guidelines for reasons of safety and well-being, and that Promisor is requesting a specific exception to this rule.*
- ☐ Travel organized by the hosting school, chaperoned by school officials
- ☐ Travel chaperoned by a mature adult aged 25 and over (excluding host family)
- ☐ Travel with host parent(s), Local Coordinator, Area Supervisor or Regional Director with a duration longer than 3 overnights
- ☐ Travel organized by an official program, chaperoned by officials of that program

Name of the program _____ Expenses covered by _____

Dates of Travel: _____
(Departure Date) (Return Date)

Destination: _____
(Complete address of where the student will be staying during their travel)

Transportation: _____ Schools Days Missed _____
(How will the student be traveling - car, flight, train, etc.) (List the number of days)

Responsibility: _____
(Name of the adult assuming responsibility) (Cell phone number of responsible adult)

(Email addresses of responsible adult/agency/school)

(Signature and date signed of responsible adult/agency/school signifying their understanding that they are assuming full responsibility for the above named student during the dates of travel noted above.)

Parent/Legal Guardian:

(Signature confirming approval of the above trip and accuracy of the information provided)

(Date signed)

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Agreement

It is agreed upon between Promisor and Promisee that the trip requested herewith is a private activity and not part of iE's academic exchange program. iE is not responsible for this trip or any situations that might occur during this trip. Promisor will indemnify and hold harmless Promisee, its directors, officers, staff and affiliates from any and all claims, actions, and judgments, including all costs of defense attorney's fees incurred in defending against same, arising from and related to Promisor's child participating in above mentioned accompanied / unaccompanied travel.

Promisee shall be entitled, in its reasonable discretion, to settle claims prior to suit or judgment and in such even Promisor shall indemnify and hold harmless Promisee for any such claims paid, including Promisee's reasonable attorney's fees incurred resulting from such claim.

In the event that any claim of suit brought against Promisee within the scope of this Agreement, Promisor shall pay for legal counsel chosen by Promisee to defend against same.

This Agreement shall encompass claims resulting from (1) costs associated with any travel, accommodation or support during said trip, (2) any delays, travel interruptions, travel cancellations or other difficulties related to the planned travel; (3) any personal injury, illness, whether mental, emotional or physical, occurring during or resulting directly from any activity or event during the entirety of the trip, and (4) any claims for lost or damaged property during said travel.

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this Agreement.

If the student will miss school days due to his/her travel, the natural parents and student understand and confirm that the student, not iE, is responsible for communicating the dates of his/her missed school days to all of their teachers, and will obtain the school's written permission to miss school (email confirmation is acceptable). Additionally, the student will obtain information regarding any anticipated missed assigned and their due dates prior to participating on this trip. Failure to obtain the above may result in the student's dismissal from school, and consequently potential termination of their iE program.

I have read, understand and agree to the above stated 'Agreement'

Parent/Legal Guardian:

(Signature confirming approval of the above trip and accuracy of the information provided)

(Date signed)

----- **PLEASE DO NOT WRITE BELOW - iE INTERNAL USE ONLY** -----

☐ Travel request approved on _____ by: _____
(Date) (Print name and title)

Does iE need to obtain a CBC for the adult assuming responsibility for the student while traveling? _____

If yes, was a CBC obtained and approved by iE? _____

☐ Request not approved. Reason for not approving the travel request:

Signature of iE official / Date Signed