



PROCEDURES AND CODE OF ETHICS IN RELATION TO
OPTIONAL FIELD TRIPS

updated 5/3/14

J O S E P H S . B R U N O A U B U R N A B R O A D I N I T A L Y

Claiming ignorance of any Joseph S. Bruno Auburn Abroad in Italy policy does not excuse a violation.

Each semester one or more optional field trips are organized by Interlinea and offered to Joseph S. Bruno Auburn Abroad in Italy participants. Typically, one of these trips is to Cinque Terre and another is to the Amalfi Coast. However, these destinations could change with students' interests.

For each optional trip, Roberta Londi of Interlinea, will email each student the following information:

- The per person cost of the trip OR a range of the per person cost based on the number of students that may participate (i.e. 275 Euro if 20 students participate ; 300 Euro if 10 students participate)
- What is included in the cost (itinerary of activities and accommodations)
- When the first and final payments for the trip will be due
- A date by which students must respond, either through a sign-up sheet or by responding to her email, in order to be included on the trip

If a range of prices is given, students indicating that they will participate in the field trip are agreeing to participate - even if the final price is the maximum price quoted. (Only if unforeseen circumstances or the number of students is even less than anticipated and the price is greater than the maximum quoted in the initial email, students will receive another email to allow them to reevaluate their decision.)

Students confirming their participation by responding to the initial email or signing a signup sheet are obligated to either:

- Go on the trip

OR

- Pay any difference (up to the total cost of participation on the trip) incurred by the other students as a result of a student not going. When a student drops out, the 'per person' cost for everyone else may increase. The student that drops out is responsible for covering the increase in costs for all of the other students.

This obligation stands regardless of the reason a student does not participate and regardless as to whether the student's decision is voluntary or necessary due to other situations outside of their control.