

OAC TRIP PROGRAM AGREEMENT

GENERAL POLICIES

1. OAC programs are primarily open to Recreational Sports members. Some programs may be open to the general public at an increased cost and other programs may require additional eligibility requirements.
2. In effort to encourage wellness, consumption or possession of tobacco, recreational drugs, and/or alcohol is prohibited during Outdoor Adventure programs. Use/possession may be grounds for immediate dismissal at the participant's cost and is at the discretion of the trip leader. Impairment resulting from activities prior to the start program could also be grounds for dismissal.
3. Attending the program pre-meeting is mandatory to prepare for the trip or experience. Participants may be dismissed from the trip for not attending the pre-meeting and refunds will be given on a case-by-case basis.
4. Participants must complete all medical, waivers and release forms accurately and completely. Medical forms are used for emergency response and are not reviewed by a physician or used to confirm participant readiness in any way. Participants may be asked for a release by a physician to participate in some programs. Any health-related accommodations needed for a program should be discussed with OAC staff before registration.
5. It is mandatory that you have your own health insurance for the program. For international programs, it is the participant's responsibility to ensure they are enrolled in Ohio State's international health policy and/or ensure their individual policy is valid outside the U.S.
6. For programs having an overnight component, housing is most often provided in shared arrangements in tents, shelters, hostels, hotels, and/or bunkhouses. Private/exclusive sleeping arrangements, for individuals, couples, or specific groups will not be made. Sleeping arrangement needs based on mental or emotional health will be accommodated when possible.
7. Most programs have a required level of physical ability for participants to successfully complete the program. Reasonable accommodations will be made to allow participation by all people, regardless of ability. At a minimum, participants must answer "no" to all the questions on the Physical Assessment and Readiness Questionnaire (PAR-Q). Additional physical readiness may be required based on the program. Participants may be dismissed due to a lack of physical readiness for the safety of the participant or the group. Refunds in these situations will be considered on a case-by-case basis.
8. Fees vary from program to program. Most often fees cover all trip expenses incurred by the group, including, but not limited to: food, transportation, fuel, lodging, staffing, tips, specialized equipment needed for activities and group gear (such as stoves). Participants are responsible for providing their own footwear, personal clothing items and toiletries and are additionally responsible for equipment loaned to them by the OAC. Items needed for the program will be identified prior to the program departure. Occasionally, a program will have additional costs, such as add-on activities or food while traveling; those additional expenses will be outlined prior to the start of the program.
9. Programs will start and end at a specific location. If a participant is not at the designated site on time, the staff will not delay departure. Refunds in these situations will be on a case-by-case basis.
10. Participants are responsible for their own travel to and from the starting and ending location, which is typically the OAC. Participants are discouraged from meeting or departing the group at secondary locations aside from the identified starting/ending location. Approval for meeting/departing at secondary locations will be on a case-by-case basis and the university is not liable for travel incurred by students electing to meet at a location other than the identified starting location.

(continued)

REGISTRATION/REFUND/CANCELLATION POLICIES

- 1. Registration is on a first-come, first-serve basis and spots are held when a payment has been made.
- 2. Participants who have submitted payment, but elect not to attend a program may be eligible for a refund based on the following:

- a. A notice of cancellation to OAC that occurs 15 days* prior to the start of the trip will receive a full refund minus a \$20 processing fee on the amount paid. Participants cancelling participation may avoid processing fees by electing credit to account (CTA) instead of a refund. A full credit in the amount paid will be issued to the user’s Recreational Sports account, which can be used toward others OAC programs or Recreational Sports products, so long as the funds are used within the same fiscal year. Once funds are transferred to CTA, they will no longer be eligible for refund. Fees not claimed by the end of the fiscal year will no longer be available for use.

- b. No refunds will be given for cancellation requests less than 15 days* from the start of the trip, unless documented life event (injury, death in the family, etc.) has occurred. In life event instances either a credit on account or a full refund will be issued. The decision on CTA or refund will depend on the date of cancellation, the type of trip, and the nature of the life event.

* For trips including a flight or pre-paid vendor fees, full refunds may not be available. Refund amounts in these situations may be minus flight or vendor fees, depending on when the refund request was submitted and if the OAC can fill the vacated spot. The OAC will work to make full refunds available, but in situations where prepaid flight or vendor fees have reached a non-refundable status, the refund to the patron will be minus penalty fees or any nonrefundable, prepaid fees. The earlier a refund request is made, the better the chance of full refund, but a rule of thumb for when these prepaid fees are no longer refundable is 60 days in advance for domestic flights and 100 days in advance for international flights.

- 3. The OAC reserves the right to cancel any trip because of weather, low enrollment, or other unforeseen circumstances. The member will receive a full refund if the OAC cancels the trip. The OAC shall have no liability for the cancellation of a trip.
- 4. In all participant cancellation situations, Recreational Sports professional staff reserve the right to provide credit on account in lieu of full refund.

I, _____ (name) hereby acknowledge understanding of the above information and will abide by all OAC Policies.

Name (signed)

Date