

SOUTHWEST ALASKA VOCATIONAL & EDUCATION CENTER (SAVEC) PARTICIPANT TRAVEL UNDERSTANDING

ARRANGEMENTS

Travel arrangements shall be made by SAVEC staff for ALL participants. Travel and airline arrangements may not be changed by participants. Requests to staff for changes may be made, but whether changes take place are up to the staff member in charge of travel. If a flight is missed without strong justification, the participant shall be expected to pay for their own travel.

CONDUCT

Southwest Alaska Vocational & Education Center expects all participants for whom we provide travel, to fully participate in the activities for which their travel is being financed. This includes completing the training participant registered for. If training/class is dropped a Withdrawal Form must be completed. Unexcused absences (failure to let instructor of SAVEC office know, may result in paying back all training costs to SAVEC, including not being eligible for further scholarships/services. These are basic rules which apply to anyone authorized for such travel.

SAVEC has a zero tolerance for drugs and alcohol on campus grounds. Violation of this code of conduct will result in dismissal from SAVEC grounds, revocation of any travel authorizations, refusal of further training and removal from SAVEC grounds.

SAVEC is not responsible for any costs incurred as a result of inappropriate behavior. Any assistance during an emergency is given at the discretion of the individual staff members contacted.

Participants whose behavior becomes an embarrassment to SAVEC may be asked to leave. Travel authorization (airline ticket) may be revoked. Such dismissal from participation may be grounds for refusal of further training services.

I understand the above information:

Signature of Participant

Date

Signature of SAVEC Staff in Charge of Travel

Date