

TRINITY INTERNATIONAL UNIVERSITY

TIU POLICY: **Waivers and Releases for Off-Campus Events Policy**

TIU POLICY #: **P-700**

STATUS: **Approved, April 2011**
 Updated, July 2015

I. PURPOSE:

The purposes of this policy are to:

- A. Identify waiver types and the health information form used for off-campus events.
- B. Specify the applicability of required waivers and health information forms.
- C. Specify how completed waivers and health information forms are to be archived.

II. SCOPE:

This policy is applicable to all participants in any Trinity International University (University) sponsored, off-campus event.

III. POLICY:

A. Required Forms

There are two categories of forms: waivers and health information.

1. Waivers - Used to inform participants of risks involved in an event. The participant signs a waiver indicating both their knowledge and acceptance of any risks, and to release the University from liability resulting from the event.

The following waivers are available for use:

- a. **FORM 700-A**: Off-Campus, Overnight Program Assumption of Risk, Release and Participation Agreement
- b. **FORM 700-B**: Field Trip (Off-Campus, Not Overnight) Assumption of Risk, Release and Participation Agreement
- c. **FORM 700-FE**: Field Education and Internship Assumption of Risk, Release and Participation Agreement

2. Health Information Form ([FORM 700-H](#)) - The Health Information Form provides the University and the event leader(s) a means to assist event participants should a medical need arise during the event. This form requires participants to:
 - a. Indicate emergency contact information;
 - b. Specify medications being taken;
 - c. Identify allergic reactions;
 - d. Acknowledge medical insurance requirements and vaccination awareness.

B. When to Use the Forms

Given the wide range of University events and activities, the decision to have participants complete the form(s) identified in this document is left to the discretion of the event leader. An abundance of caution should be exercised by the event leader in making this decision.

For off-campus, overnight events it is advisable to have participants complete Form 700-A and Form 700-H. The appropriateness of Form 700-B and Form 700-H for other off-campus events varies on the degree of risk involved in the event as determined by the event leader.

Generally speaking, the following individuals are exempt from completing the forms specified in this policy:

1. University employees participating in a trip in the capacity of their employment;
2. University athletes traveling to off-campus competitions in their sport;
3. Donors or friends of the University traveling as part of a University-sponsored trip;
4. Participants in an Admissions-sponsored event.

C. Archiving Forms

Completed forms should be retained by the event leader. It may be advisable that copies of any form(s) be readily available during the event itself. Forms should be archived for one year following the completion of an event. After one year, the forms should be destroyed unless otherwise advised.