Important Policies and General Information

Trip Sign-Up:

1. Check the website for the active sign-up dates. Dates posted are when the Housemaster / Day Advisor Recommendation forms must be submitted and the on-line survey completed.
2. Admission to our trips is based on many factors, including seniority, whether a student has traveled on a School program before, gender ratios, etc…
3. Students are asked to also note a second or even a third trip of interest on their Housemaster / Day Advisor Recommendation form in case their primary trip is over-subscribed.
4. If a student is not selected for a trip, their names are on record for priority consideration in the next season of trips.
5. Students who graduate in June are not allowed to travel on that year’s summer trips.

Financial Aid Information:

1. Financial aid students are eligible to receive aid for one trip during their time at Lawrenceville and if selected to be a participant on one of our trips, will receive funding equal to the same percentage of aid received for tuition.

Payment Policies:

1. Once a student is selected for a trip, a letter with trip specific forms and a payment schedule will be sent home to parents. The first payment is non-refundable.
2. Within the documents received, there will be a specific date noted after which time no refunds will be issued, and if a student withdraws, parents will be responsible for all costs incurred up until that time.
3. Failure to complete all forms required by the School by the date noted in the correspondence to parents may be cause for termination of participation, as well as the inability to refund the cost of the trip.

Passport Information:

1. Passports must be current seven months past the RETURN date of the school sponsored trip; for March trips this means passports must have an expiration date no earlier than October 31; if the passport expires in September a new passport will be required.
2. Passports should have at least two blank pages for potential visas.
3. A photo copy of the first page (ID Page) of the passport is required for sign-up and needs to be submitted when the other paperwork is returned (signed) to the Harkness Travel Program office by the noted due date.