STC ACADEMY · SIMULATION TRAINING CENTER

TRIP REGISTRATION & PAYMENT

Save your spot, plan your room, and track every payment

FORM NO. **STC-TR-1402**

SECTION 14
Annual Trip • Policy Section 14

INSTRUCTIONS Turn in with your deposit, STC-TR-1401 and SL-1003. Your spot is held when the deposit is received.* Costs are set by the program each year.

REGISTRATION #	TRIP NAME	TRIP # (STC-TR-1405)	LEAVE DATE	RETURN DATE

1 STUDENT

FULL NAME (AS ON PHOTO ID)	STUDENT ID #	COHORT / CLASS	PHONE	EMAIL

PROGRAM ☐ EMT ☐ AEMT ☐ Paramedic ☐ Nursing ☐ Fire & Rescue

UNDER 18? ☐ Yes ☐ No

PHOTO ID TYPE ☐ Driver's license ☐ State ID ☐ School ID ☐ Passport

TRIP SHIRT SIZE (IF OFFERED)

PHOTO / MEDIA RELEASE ON FILE? (ADM-011) ☐ Yes ☐ No

2 ROOMING & TRAVEL NEEDS

Allergies and medical needs go on STC-SL-1003, not here

ROOMMATE REQUEST #1	ROOMMATE REQUEST #2	ROOMING NEEDS (PRIVATE, ACCESSIBLE, ETC.)

FOOD PREFERENCES (VEGETARIAN, HALAL, KOSHER, ETC.)	MOBILITY / ACCESSIBILITY NEEDS	MOTION SICKNESS?
		☐ Yes ☐ No

Roommate requests are not guaranteed. Rooms are assigned by the trip lead and shown on **STC-TR-1404**.*

3 TRIP COST

Amounts set by the program

TOTAL TRIP COST set by program	DEPOSIT	DEPOSIT DUE	BALANCE	BALANCE DUE
$	$		$	

HOW I'M PAYING ☐ Pay in full ☐ Sponsor / donor ☐ Fundraising ☐ Other: _____

HELP PAYING ☐ Payment plan STC-FIN-003 # _____ ☐ Aid STC-FS-1301 # _____ ☐ Scholarship STC-FS-1305 # _____

4 PAYMENT RECORD

Office logs every payment

#	PAYMENT	DATE	AMOUNT	METHOD cash / check / card / aid	CHECK / RECEIPT #	RECEIVED BY	BALANCE LEFT
1			$				$
2			$				$
3			$				$
4			$				$
5			$				$

5 CANCELLATIONS & REFUNDS*

Placeholder rules until Policy Section 14 sets them

Deposit is non-refundable once lodging and transport are booked.* Cancel in writing before the balance due date and you get back what you paid **minus costs STC cannot recover**.* After that, no refund unless STC cancels the trip.* Sent home for conduct = no refund (STC-TR-1401).* Leaving the whole program is handled on **STC-AD-206** trip money is refunded here.

6 SIGNATURES

STUDENT SIGNATURE	DATE	PARENT / GUARDIAN SIGNATURE (IF UNDER 18)	DATE

TRIP LEAD / OFFICE USE

Completed by staff only

STATUS ☐ Confirmed ☐ Waitlist ☐ Cancelled	PAID IN FULL? ☐ Yes ☐ No	REFUND DUE $	PROCESSED BY	DATE