

INDEPENDENT TRAVEL POLICY AND TRAVEL LOG PROCESS

As a Verto Education participant, your primary commitment is to your academic success and community engagement. You are required to attend all scheduled classes, experiential learning excursions, and mandatory program events.

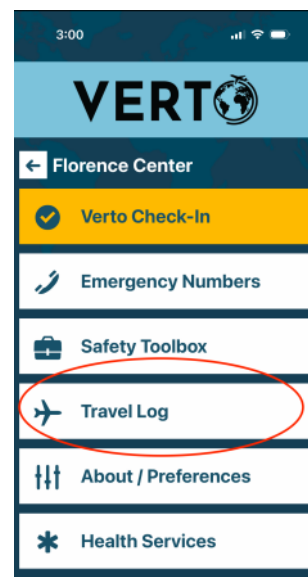
Independent travel (any travel away from your host city that is not organized by Verto) is permitted **only** during confirmed "free time," such as weekends without scheduled programming, designated local holidays, or mid-semester breaks.

CRITICAL SAFETY NOTE: The Travel Log is an essential component of our global safety protocols. It allows the Verto team to locate and account for you in the event of a regional emergency, send you real-time health or safety alerts, and communicate urgent program updates that could affect your return. **Important:** Submitting a Travel Log is **not** a request for approval. Verto does not grant or deny permission for your independent travel. The purpose of the Travel Log is safety tracking so we can locate you in a regional emergency.

UNDER 18: If you are **under the age of 18**, you have an additional requirement. Your parent or legal guardian **must** complete and sign the [Independent Travel Addendum](#) to permit you to complete your own Travel Log for Independent Travel outside the city.

How to Submit a Travel Log: If you plan to be away from your host city and/or staying outside the student residence for **one or more nights**, you must log it in the Verto Safe App.

1. Open the **Verto Safe App**.
2. Click on "**VERTO**"
3. Select "**Travel Log**" and accurately fill out the following information:
 - **Program Location:** Your current host city.
 - **Your Cell Number:** Include the country code (e.g., +1 for US, +34 for Spain).
 - **Travel Dates:** Exact date/time you are leaving and exact date/time you are returning.
 - **Details of Trip:**
 - i. List every city and country you are visiting, in order.
 - ii. List the names of any other Verto students traveling with you
 - iii. List the phone numbers of any Verto students or other companions travelling with you.
 - iv. Accommodation Details: The name and full physical address of where you are staying (e.g., *Hotel Name, Airbnb Address, Hostel Name*).



Deadlines for Submission

- **Standard Travel (7 Days Notice):** We strongly encourage you to submit your travel plans at least **7 days in advance**. This gives staff time to review each submission.
- **Last-Minute or Emergency Travel:** If you must travel on short notice (within 7 days) due to a sudden plan or an unexpected family/personal matter, you must submit the Travel Log before you step foot on a train, plane, or bus. You must also immediately email your site's email [city]@vertoeducation.org (ex: prague@vertoeducation.org, london@vertoeducation.org, etc.) AND deanofstudents@vertoeducation.org to alert leadership that a last-minute log has been filed.

Student Responsibilities, Liability, & Conduct:

Failure to submit a Travel Log or communicate your whereabouts when spending a night away from the residence is a direct violation of the Verto [Code of Responsibility](#). **Doing so will result in a referral to the student conduct process.** By traveling independently, you assume full personal responsibility for the following:

- **Academics:** Course attendance and performance remain your primary responsibility while traveling. Independent travel or transit delays (e.g., a missed flight) are **never** valid excuses for late submissions, missed exams, or absences. Any missed class time due to independent travel or transit issues will be recorded as a general absence, and you remain 100% responsible for all missed coursework.
- **Legal & Immigration:** You must ensure your passport is valid and that you personally meet all visa/entry requirements for your destination country. Verto cannot provide visa support for independent travel destinations.
- **Personal Liability:** You assume all personal responsibility and liability for your safety, finances, and actions while away from Verto-supported facilities and staff.

Travel Safety Guidelines

To ensure safety is a priority during your independent travel, it is your responsibility to follow these guidelines:

- **Safety in Numbers:** Verto encourages students to travel with at least one companion whenever feasible. Students who choose to travel independently should recognize the increased responsibilities and potential risks associated with solo travel and plan accordingly.
- **High-Risk Destinations:** Participants are strictly discouraged from traveling to any region listed with a **Level 3 (Reconsider Travel)** or **Level 4 (Do Not Travel)** advisory by the U.S. State Department. It is your responsibility to research [U.S. State Department guidance and the travel advisories](#) for your destination(s).
- **STEP Enrollment:** Register your travel with the U.S. State Department's [Smart Traveler Enrollment Program \(STEP\)](#) to receive real-time, local security updates.
- **Travel Disruptions:** Verto is not financially or academically responsible for travel disruptions (e.g., flight cancellations, border closures, strikes).

By submitting a Travel Log on the Verto Safe App, you acknowledge that you are well-prepared to travel independently and agree to the risks, rules, and responsibilities of independent travel.