



## PARENT PERMISSION FORM & VISITATION GUIDELINES

**Please complete and sign this form and return it with the Registration Contract.  
You must include/attach a copy of the student's health insurance card.**

Student Name \_\_\_\_\_ Student Mobile Phone \_\_\_\_\_

Student Email \_\_\_\_\_ Tour Departure Date \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

My child has permission to leave the tour group to be with other student participants when the student group has free time. I understand that my child will have no adult supervision at these times. I understand that TCA cannot be held liable for any incident that may occur with my child during any of these unsupervised times. I understand that I am responsible for any reasonable hotel charges that may be incurred in the event of any flight delays or cancellations or other issues caused by inclement weather or unforeseen circumstances. My child is to follow the instructions of the TCA Tour Leader and other chaperones at all times and abide by the TCA Visitation Guidelines. I have read and agree to be bound by the TCA Visitation Guidelines and Registration Terms and Conditions and agree that my child will abide by these Guidelines, as well.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Telephone

\_\_\_\_\_  
Parent/Guardian Alternate Telephone

\_\_\_\_\_  
Parent/Guardian Email (REQUIRED)

\_\_\_\_\_  
Student Email (REQUIRED)

\_\_\_\_\_  
Emergency Contact Name

\_\_\_\_\_  
Emergency Contact Telephone

**SPECIAL ARRANGEMENTS:** If you would like your child to have alternative travel arrangements or permission to leave the group during the tour program to visit with friends and/or family, please describe these circumstances and details below. TCA requires all relevant information (full name, relationship, date, time, home/work phone numbers, pager/cell phone numbers, etc.). Please attach additional sheets if necessary. This information will not be considered valid unless an appropriate signature and date are provided below. **Please be advised that TCA cannot guarantee these alternative arrangements in all cases.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My child has permission to depart the group in the care of the individual(s) listed above. I understand that such individual(s) are responsible for returning my child to the group at the designated times as specified in the itinerary. TCA has no responsibility for my child at such time.

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

**Registration Contract and Parent Permission Form are to be turned in to your school's college counseling office. Do not send directly to The College Authority.**

**The College Authority • 668 N Coast Hwy #1408 • Laguna Beach, CA 92651  
Phone (949) 371-1111 • Fax (949) 371-1417 • thecollegeauthority@gmail.com  
www.tcacollegeatours.com • CST 2111900-40**



## **PARENT PERMISSION FORM & VISITATION GUIDELINES**

### **I. What To Bring With You**

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- Government-issued and/or high school photo ID
- Food money (\$40 per day, accessed via ATM)
- Extra money for souvenirs/college memorabilia
- Comfortable walking shoes
- Casual, layered clothing
- Warm jacket for cold/inclement weather
- Umbrella and/or other rain gear
- Notebook and pens/pencils for notes
- Disposable camera
- Pillow for more comfort on motor coach
- Watch (for punctuality)
- Mobile phone if available

Remember to pack lightly. You are responsible for carrying your own luggage. Most students pack far more than they need and suffer! Try for one suitcase/bag and an extra small pack. Dress is casual, presentable, and comfortable. A notebook and pen/pencil are also very important—we will visit many campuses, and they tend to blur if you are not careful.

### **II. Representing Yourself and Your School**

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As a participant of a TCA college tour program, you represent not only yourself but your high school, as well. Admission decisions consider not only the individual applicants but also their high schools. Be mindful of how you present yourself to admission representatives and students you meet on the various campuses. Impressions they make about you may in some way reflect positively—or negatively—on decisions made on your application or those of other students from your school. TCA reserves the right to remove any student participant who reflects negatively on the tour group.

### **III. Group Activity**

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On this tour program, you are traveling as part of a group. Scheduled campus visitations and excursions are required activities for everyone. You are expected to participate fully so you can best assess which colleges and types of colleges will best meet your needs. Certainly, not all campuses we visit will be appropriate for you. However, please consider that your peers will appreciate your courtesy, just as you will appreciate theirs on campuses of interest to you.

Please be punctual. We have a strict itinerary to keep, both as a consideration for your peers and for the colleges with which we have appointments. Carefully review the times on our itinerary and follow them at all times. TCA reserves the right to remove any student participant who frequently causes the tour group to be late.

### **IV. General Rules and Prohibitions**

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- (1) No student is permitted to carry knives, firearms, or any other dangerous weapons.
- (2) No student is permitted to rent a motor vehicle of any kind.
- (3) No student is permitted to use or be in possession of any form of alcohol or controlled substance. Prescription drugs must be noted on the Registration Contract and/or Parent Permission Form.
- (4) No student is permitted to leave the group unless stipulated by the TCA Tour Leader or school chaperones. Students wishing to temporarily leave the program or visit with friends or family while on the tour must have consent as provided on the Parent Permission Form and from the TCA Tour Leader.
- (5) Students must respect the other student participants, chaperones, and representatives they meet on the program. This includes persons and property, as well as other guests in hotels. Noise levels are to be kept at a strict minimum in hotels after 10:00 pm.
- (6) Students must respect curfew hours as set by the TCA Tour Leader. No student is permitted to leave his/her room after curfew. Should an emergency arise, students are expected to contact the TCA Tour Leader immediately.
- (7) Violation of any of these guidelines is grounds for immediate dismissal from the trip at the parent/guardian's expense. TCA reserves the right to dismiss any student from a tour program for any reason as stated above. TCA is relieved of responsibility for said student upon such dismissal.