



Round Rock Independent School District
1311 Round Rock Ave.
Round Rock, Texas 78681
512.464.5000

Student Travel – Letter of Agency

Date: _____

To: Students and Their Parents and Guardians

From: Round Rock Independent School District (the “District”)

Student Trip: _____
(Event, Location and Dates of Travel)

Faculty Representative: _____
(Name – Title – Campus)

Because this Student Trip (the “Trip”) is being organized by a student or booster club or other similar out-of-district organization, rather than the District itself, the District can only act as an agent in making travel, hotel and event commitments. So that the District can facilitate the students’ participation in the Trip, we ask you to read this document (including any attached event or trip information), and to sign and return it to the School Faculty Representative as identified above, not later than ten (10) days after receipt of this notification. **Unless you sign and return this form to the School Faculty Representative, within the ten-day period, we cannot make trip arrangements as your agent and you or your student will not be able to participate in the Trip.**

1. We have reviewed any and all attached documents, including contracts, trip itinerary, hotel/transportation bookings, etc., and by our signatures below, we, the parent(s) or guardian(s) and student identified below (“Parent” and “Student” respectively) appoint the District as our agent for the limited purpose of signing event or tour contracts (if required), making travel and hotel arrangements, and facilitating other trip functions or related activities specific to the referenced Trip on our behalf. We agree to the payment, cancellation and refund policies and all other provisions of the contract(s) or other travel documents. We agree that the District has not assumed and will not be responsible for any part of the cost of Student’s participation in the Trip.
2. We understand that the District did not negotiate the terms of the contract and is not the provider of any of the services provided in relation to the Trip. We agree that the District has no responsibility for performing any of the terms of any event/tour contract or travel/accommodation agreement and that the District’s only responsibilities and authority with respect to these documents are as stated here. In particular, and without limitation, we agree that the District has no liability for the Event or Tour operator’s performance of the contract or for the performance of any other person or entity that will provide the services that are included in the Trip. We agree to look only to the service providers who are providing services for the Trip for performance.
3. We authorize the District to hold in an account controlled by the District, funds it receives from us in payment of Student’s cost of participating in the Trip and understand that the District, as our agent, will be responsible for disbursing such funds to the Trip service providers.

PARENT:

STUDENT:

Signature

Signature

Printed name

Printed name

Date: _____

Date: _____