

AC210: Student Travel

Policy Title:	Student Travel
Policy Number:	AC210
Owner:	Senior Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2026
Reference:	
See also:	AC209 Global Learning Policy

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

GAC stands for Global Affairs Canada (GAC), which issues travel advisories for international destinations. The risk rating system is incorporated into the College's risk assessment process to assess whether students may proceed with College activities in various regions of the world.

Activity Sponsor denotes the organization, institution or event/conference host that the employee or student is engaged with during the period of travel and provides the purpose for the trip.

Travel Risk Registry: A database to record and monitor all College-sanctioned travel that falls under the categories of Manageable Risk. The registry is maintained by the office of the Vice-President, Risk, Facilities, Procurement & CFO. The Travel Risk Registry will also act as a repository for all completed travel risk assessments.

Purpose:

The purpose of this policy is to set standards for enabling safe work and study experiences by:

- providing a process for risk assessment and approval for college-related travel;
- providing tools to enable the assessment of any risks associated with individual destinations for college activities;
- enabling the college to better respond to emergency situations; and
- establishing risk management resources to enable student travelers to be informed of and manage the risks associated with travel.

Scope:

This policy is applicable to St. Lawrence College students who travel out-of-region (Eastern Ontario) for approved St. Lawrence College purposes. The travel may be by an individual or as part of a group-based activity with a group leader. These activities may include field work and research, skill competitions, varsity sport competitions, short- or long-term study abroad, student exchange, placements or activities approved through the SEAF process.

POLICY STATEMENTS

1. Travel Planning and Preparation

All student travelers have the primary responsibility to prepare themselves in advance of any domestic or international travel, and to research and be aware of the risks involved in their planned trip. They must ensure that they are physically and mentally prepared for the travel, ensure they have appropriate medical and other insurance for the travel, and conduct themselves in a safe manner while travelling. They must bring any concerns they may have to the attention of the Dean/Associate Dean and/or activity sponsor at the place of travel as soon as possible after the concern arises.

St. Lawrence College will provide resources and support services aimed at facilitating safe travel experiences for student travelers, which could include pre-departure training, advising workshops and resource materials.

St. Lawrence College has no control over international events and will not be responsible for costs incurred or losses, including the loss of timely academic progress, associated with student travel or the cancellation of student travel. Students are also responsible for securing any applicable visas and fulfilling the entry requirements of any country they will be travelling to. St. Lawrence College will not be responsible for the inadmissibility of a student into a country.

Students travelling abroad are recommended to obtain an [International Student Identification Card](#) (ISIC). The ISIC must be purchased in Canada and should be valid throughout the dates of the program.

2. When travelling for academic purposes, students are representatives of St. Lawrence College and of Canada and should present themselves in a manner that reflects favourably on both, as well as abiding by the Student Code of Conduct at all times. Students are expected to participate in activities that have been agreed upon between the Activity Sponsor and St. Lawrence College.

Travel Risk Rating

Global Affairs Canada (GAC) Rating	Definitions	Equivalent SLC Risk Level
Exercise normal security precautions	There are no significant security concerns. GAC advises exercising normal security precautions in this country or region.	Level 1
Exercise high degree of caution	There are identifiable security concerns, and travelers should be alert and vigilant to their surroundings. GAC advises exercising a high degree of caution in this country – or in specified regions of this country.	Level 2
Avoid non-essential travel	There is a specific security concern, and travelers should reconsider their need to travel at this time. GAC advises against non-essential travel to this country – or specified regions of this country. Travelers without essential reasons to be in this country or specified regions should leave.	Level 3
Avoid all travel	There is an extreme risk to personal safety, and Canadians should not travel at this time. GAC advises against all travel to this country – or specified regions of this country. Canadians in this country or specified regions should leave.	Level 4

<http://travel.gc.ca/travelling/advisories>

Travel Authorization

Students may travel to locations with a GAC travel advisory of Level 1 or Level 2 if they comply with the conditions and requirements within this policy. Travel must be authorized by the student's Dean or their delegate. This policy also applies to any non-student who may accompany a student as a support person. Travel authorization for the support person will also be approved by the Dean or their delegate of the supported student.

3. Travel Risk Assessment

It is important that the Travel Risk Assessment Form is completed during the planning process (See Specific Links below). The Academic and Student Success division and the Office the Vice President, Risk, Facilities, Procurement & CFO will provide resources and advice to assess the risks and suggest mitigation strategies.

Global Affairs Canada (GAC) country risk ratings guide the College risk assessment with respect to international travel along with activity specific risk factors as follows:

- Individual circumstances may include mental and physical health, citizenship, experiences, and Equity, Diversity and Inclusion (EDI) considerations. For example, mental health may pose additional risk to the individual if the trip is solitary. A person's citizenship may pose additional risk, in certain countries/regions. The risk may increase if the individual or group leader does not have sufficient experience or training for the planned activity.
- Global Affairs Canada (GAC) country risk rating guides the College risk assessment with respect to international travel. Level 1 country/region will be considered low risk and therefore does not require further risk assessment or approvals. Level 2 will be considered manageable risk; while level 3 and 4 will be considered unmanageable risk (see <http://travel.gc.ca/travelling/advisories>).
- Risk levels may change depending on the nature of the activity. For example, a low-risk individual activity may become a higher risk if conducted in a group setting.

4. Travel Risk Categories:

Low Risk Travel: The nature of the activity or the destination does not pose more risk than what is usually encountered in one's daily lives. For example, a placement

in another Canadian city, group travel to GAC travel advisory Level 1 country. The following are some examples of low-risk travel:

- Student undertaking placement in other provinces in Canada;
- Varsity team travel within Ontario and to other provinces for competitions;
- Student group trips in Canada (some exceptions may apply);
- Student attending a conference or event in Canada or in a country with Level 1 risk rating on Global Affairs Canada travel advisory; or
- Student conducting meetings or site visits at a post-secondary education campus in Canada.

Elevated Risk Travel– The nature of the activity or destination poses risk higher than what is usually encountered in daily lives in Canada and through the risk assessment process, could be classified as manageable or unmanageable. Elevated Risk Travel could be GAC travel advisory at Level 1, 2, 3, or 4.

Manageable Risk: The nature of the activity or the destination poses risk higher than what is usually encountered in daily lives in Canada. Through the risk assessment process, mitigation strategies are identified and deemed effective in managing the risk to the extent that the activity and travel can be conducted safely.

Unmanageable Risk: The nature of the activity or the destination poses significantly higher risk than what is usually encountered in daily lives in Canada. It is unlikely that any mitigation strategy will be effective; therefore, the risk is deemed unmanageable.

If the travel is in a GAC travel advisory Level 1 country, but the nature of the activity or destination poses risk higher than what is usually encountered in daily lives in Canada, the travel is deemed Elevated Risk Travel, and the Travel Risk Assessment Form must be completed. An example of this circumstance is a student trip to a remote part of Canada where there may be little or no access to communications, housing, medical care, etc.

5. Approvals

If the travel is deemed Low Risk, the student will follow the regular approval process for the planned activities (See Student Event Assessment Form (SEAF) process submitted through URS LC).

If the travel is deemed Elevated Risk, the student must complete a Travel Risk Assessment Form and submit it to their Dean or delegate and the Manager, Risk, Contracts and Insurance. The approved travel will be added to the College's Travel Risk Registry.

- If the risk is determined to be Manageable, the Travel Risk Assessment Form must identify relevant mitigation strategies. The individual(s) must be fully aware of the risk and the associated mitigation strategies.
- If the risk is determined to be Unmanageable, such as travelling to a war zone or to a region with an active Global Affairs Canada travel advisory of Level 3 or 4 for students the College will not authorize the travel. Special authorizations will only be granted in exceptionally rare circumstances and must be approved by the Senior Leadership Team.

6. Traveler Responsibilities

Student travelers are responsible for the following, where applicable:

- To confirm that they have received all immunizations recommended for the destination country and any countries visited enroute.
- To ensure they have medical insurance to travel abroad. Current students may have active travel insurance coverage through the full-time Student Health Insurance, alternate coverage if they have opted out of the former plan, or International Health Insurance for international students. Students should familiarize themselves with the terms and conditions of their existing coverage and will be required to demonstrate proof of sufficient travel insurance when requesting approval to travel.
- To secure travel cancellation, automobile and property insurance, where applicable.
- To ensure that they travel and conduct themselves in a manner that is considered safe.
- Acknowledge and abide by the Student Code of Conduct at all times.

7. Travel Risk Monitoring

The College will maintain a Travel Risk Registry to be used in the event of an incident or emergency. It is the responsibility of the Dean or their delegate to provide completed Travel Risk Assessment Forms to be included in the Travel Risk Registry to the Risk, Contract and Insurance Manager in the Office of the Vice

President, Risk, Facilities, Procurement & CFO as soon as reasonably practicable after approval has been granted and prior to the travel taking place.

The Dean will monitor the risks, and will follow the emergency response protocol, as required.

8. Revocation or Amendment to Travel Authorization

Travel authorization may be revoked at any time because of safety concerns from a change in risk factors. The Dean will determine whether the travel may continue or if approval is revoked. After the determination has been made, communication must be made by the quickest means possible (e.g. phone call) accompanied by a written notice from the Dean or their designate to the student, the activity sponsor and the program coordinator (as applicable). If the risks increase to an Unmanageable level, the activities will be cancelled, and students be instructed to return home.

If safety concerns arise from a change in risk factors, however, risks remain Manageable; the Dean or their designate will inform and instruct the students whether to alter the planned activities and update risk mitigation strategies.

Students who refuse to follow the instructions of the college will be on unauthorized travel.

9. Emergencies

When the risk level changes, emergency response may be required and activated. The College Incident Management Team will be convened to provide the response when necessary.

MONITORING

The Dean is responsible for monitoring the effectiveness of this policy.

NEXT POLICY REVISION DATE

September 2031

SPECIFIC LINKS

[Travel Risk Assessment Form](#)

APPENDIX A AND ATTACHMENTS

[Student Event Assessment Form](#)