
HARVARD-WESTLAKE SCHOOL

Upper School Deans and the Office of Advancement

To: Juniors and Junior Parents
From: Upper School Deans
Date: October 26, 2009
RE: EAST COAST COLLEGE TRIPS, SPRING 2010

The school will offer two different opportunities for members of the Class of 2011 to visit colleges during the second week of spring vacation (week of April 4, 2010).

The trips are planned with several goals in mind. Participation on this trip is meant to serve as an introduction to the college search process. For many this will be the initial opportunity to get a first-hand look at campuses in a different part of the country. The selected colleges represent a range of choices within a variety of categories and criteria: ***student population, location (urban, rural and suburban), type of institution (liberal arts and science, specialized, research, and comprehensive), community values, and degree of selectivity, as well as covering broad geographic locations.*** The purpose of the trip is **not** for students to find the **one** perfect college or to visit the most well-known and popular schools, but rather to help students sort out the criteria and features that will be important in their search processes.

A typical campus visit will include an informational session with an admissions officer (usually the individual who handles Harvard-Westlake), a tour of the campus, and, whenever possible, a visit with Harvard-Westlake alumni who can give the most informed perspective to prospective students. On some evenings, the students will be free to go out to dinner in small, unchaperoned groups. Each tour also includes informal receptions (and dinner!) with college-aged HW alumni in major cities. Lodgings will be in hotels, and we will require the students to be back in the hotel by a specified curfew. Because the trips will be chaperoned by deans, there will be ample opportunity for learning about the college process; the chaperones will lead informal debriefings of each day's activities and discussions.

Two different tours are offered; however, both tours will end in Philadelphia. The **WOLVERINE TOUR** itinerary (subject to change) for this week-long trip includes: *Bucknell University (PA), Carnegie Mellon University (PA), Case Western Reserve University (OH), University of Chicago (IL), University of Illinois Urbana-Champaign (IL), Kenyon College (OH), Lake Forest College (IL), University of Michigan (MI), Northwestern University (IL), Oberlin College (OH), University of Pennsylvania (PA), and Washington University (MO).*

The **JUMBO TOUR** itinerary (subject to change) for this week-long trip includes: *Amherst College (MA), Babson College (MA), Boston College (MA), Brown University (RI), Colgate University (NY), Cornell University (NY), Hamilton College (NY), Harvard University (MA), Massachusetts Institute of Technology (MA), Northeastern University (MA), Olin College of Engineering (MA), Skidmore College (NY), Syracuse University (NY), Tufts University (MA), University of Massachusetts, Amherst (MA), University of Pennsylvania (PA), and Wellesley College (MA).*

The tentative itineraries are included on the reverse side. **Due to the size and complex logistics of scheduling, deviations from the established itinerary will not be permitted.** These tours are very fast-paced trips with limited unstructured or unsupervised time. *Please understand, however, that this will include unsupervised travel between the hotels and eating establishments within walking distance of the hotels and potential self-guided campus exploration.*

The cost of the trip is \$2395. The price includes round-trip airfare, hotel accommodations for each night, chartered bus, college tours and alumni receptions. Students will be responsible for their own meals throughout the trip (though several lunches and dinners may be provided).

For details on how to participate on a trip, see the attached College Tour Forms. You may express your tour preference(s) on this form. If you want to participate, please turn in **all three COLLEGE TOUR FORMS** by the deadline, **4 P.M. on Tuesday, DECEMBER 8, 2009.**

TENTATIVE ITINERARIES SPRING 2010

THE JUMBO TOUR

Sunday, April 4, 2010

Fly LAX to BOS
Stay in Cambridge, MA

Monday, April 5

Harvard University, Cambridge, MA
Tufts University, Medford, MA
MIT, Cambridge, MA
Northeastern University, Boston, MA
Reception with HW Alumni at Boston area colleges

Tuesday, April 6

Boston College, Chestnut Hill, MA
Olin College/Babson College/Wellesley College
Brown University, Providence, RI
Stay in Northampton, MA

Wednesday, April 7

University of Massachusetts, Amherst, MA
Amherst College, Amherst, MA
Stay in Saratoga Springs, NY

Thursday, April 8

Skidmore College, Saratoga Springs, NY
Hamilton College, Clinton, NY
Colgate University, Hamilton, NY
Stay in Syracuse, NY

Friday, April 9

Syracuse University, Syracuse, NY
Cornell University, Ithaca, NY
Reception with HW Alumni at Penn
Stay in Philadelphia, PA

Saturday, April 10

University of Pennsylvania, Philadelphia, PA
Return PHL to LAX

THE WOLVERINE TOUR

Sunday, April 4, 2010

Fly LAX to STL
Stay in STL

Monday, April 5

Washington University, St. Louis, MO
University of Illinois, Urbana-Champaign, IL
Stay in Chicago, IL

Tuesday, April 6

University of Chicago, Chicago, IL
Northwestern University, Evanston, IL
Reception with HW Alumni in Chicago area colleges
Lake Forest College, Lake Forest, IL
Stay in Ann Arbor, MI

Wednesday, April 7

University of Michigan, Ann Arbor, MI
Reception with HW Alumni at Michigan
Oberlin College, Oberlin, OH
Stay in Cleveland, OH

Thursday, April 8

Case Western Reserve University, Cleveland, OH
Kenyon College, Gambier, OH
Stay in Pittsburgh, PA

Friday, April 9

Carnegie Mellon University, Pittsburgh, PA
Bucknell University, Lewisburg, PA
Reception with HW Alumni at Penn
Stay in Philadelphia, PA

Saturday, April 10

University of Pennsylvania, Philadelphia, PA
Return PHL to LAX

In addition to the receptions listed here, there will also be informal gatherings with HW alumni at some of the other college campuses.

INSTRUCTIONS AND PROCEDURES FOR COLLEGE TOURS 2010

There are only 30 spaces available on each trip. Students interested in either tour must do the following BY 4 P.M. ON Tuesday, December 8, 2009:

- (1) Submit College Tour Form 1 (this sheet) indicating your tour preference(s);***
- (2) Fill in your ID number and sign this form to have your student account charged for the full amount; AND***
- (3) Submit the enclosed College Tour Form 2: Permission/Release Form and HW College Tour Rules (signed on both sides).***

- *We will try to accommodate all students' preferences.*
- *If more than 30 students choose a particular tour, participants will be randomly selected by lottery from among the participants who submit forms by 4 p.m. on December 8, 2009. Others will be placed on a wait-list. The selection process is not on a first-come, first serve basis.*
- *Forms must be personally handed to Ryan Wilson in the Deans Office by 4 p.m. on December 8, 2009.*
- *Names of selected participants will be posted outside the Deans Office by Friday, December 11, 2009.*
- *Participants with forms turned in after 4:00 p.m. on December 8 will be accommodated only if spaces are available.*

• ***If the student must cancel after December 11 but before December 18, all but \$500 will be refunded. No refunds of any amount will be made after December 18, 2009. _____ Parent Initials***

The trip is subject to cancellation if a minimum number of spaces is not reached. If you have any further questions about the trip, please call the Upper School Deans office.

COLLEGE TOURS 2010: THE JUMBO AND WOLVERINE TOURS

Name: _____ **ID:** _____

1) CHECK ONLY ONE STATEMENT BELOW TO EXPRESS YOUR TOUR PREFERENCE.

- I want to go on the Jumbo Tour.***
- I want to go on the Wolverine Tour.***

2) CHECK ONE STATEMENT BELOW TO EXPRESS YOUR ALTERNATE PREFERENCE.

- If my first choice tour is filled, I will go on the other tour.***
- If my first choice tour is filled, please withdraw my name from consideration on the other tour.***

My signature below confirms my participation on the College Tour and please charge my student account in the amount of \$2395. Should more than 30 people sign up, I understand the selection will be by lottery and the list of participants posted on December 11, 2009. If I must cancel after December 11 but before December 18, all but \$500 will be refunded. I understand that no refund of any amount will be made after December 18, 2009.

Student signature _____

Parent signature _____

Date _____

**HARVARD-WESTLAKE SCHOOL COLLEGE TOURS 2010
PERMISSION, ACKNOWLEDGEMENT, ACCEPTANCE OF RISK, AND
RELEASE FROM LIABILITY, INCLUDING LIABILITY FOR NEGLIGENCE**

NOTES: In this release the term "Parent" refers to the undersigned custodial parent or legal guardian of the Student participating in this trip. The term "Student" refers to the undersigned Harvard-Westlake student. **The Risk Management terms** (blanket agreement, permission to participate, acknowledgment and acceptance of risk, certification of health insurance and release of liability) **approved at the time of enrollment are applicable to this activity.** However, we now require your approval of this additional statement in order to acknowledge your specific approval of the participation of your student in this activity and to acknowledge and accept its risks. (I recognize and accept that this is done on a selective basis, and that the school is under no obligation to do so. This document supplements, but does not replace the *Enrollment Agreement's* blanket terms.)

SECTION 1: Parent hereby certifies that (s)he has legal custody of Student and is authorized to execute this agreement. Parent gives the Student full and unequivocal permission to participate in the Harvard-Westlake School College Tour, an optional trip that will take place from April 4 to 10, 2010. Student account will be charged for this trip as noted on the Tour Preference Form.

SECTION 2: ACKNOWLEDGMENT / ASSUMPTION OF RISK

Parent recognizes and accepts on behalf of Student the risks and hazards detailed below and gives that permission having so acknowledged and accepted the risks involved in this trip. Parent understands that the specific risks and supervision limitations for this activity include but are not limited to the following: Parent specifically understands and accepts that the Student will be allowed to travel unsupervised after the day's scheduled college visits, including unsupervised travel between hotels and eating establishments within walking distance of the hotels and potential self-guided campus exploration. Parent understands and accepts that independence, responsibility, and autonomy are a critical part of the learning experience. Consequently, students will be treated as young adults, provided with limited direct supervision, and held responsible for their own actions. **Parent firmly acknowledges and accepts any non-chaperoned freedom which will be afforded students, including but not limited to that described above, and accepts the potential risks associated with that freedom.**

Parent also understands and accepts that Student must respect all Harvard-Westlake rules, which are fully applicable to Student's behavior on this trip. Student must pay particular attention to the rules which deal with cigarettes, alcohol, drugs, and gambling. Student must follow all Harvard-Westlake rules when participating in any School-sponsored trip. Violators will be subject to the same disciplinary sanctions as if they had broken these rules while at School. **Trip rules are detailed in the form "HW College Tour Rules."** The School accords its students a high level of trust; it will be Student's duty to follow the stated rules in the explicit absence of moment-to-moment faculty enforcement. Student who breaks trip rules, disobeys chaperone direction or acts in such a way as to endanger Student's or others' safety may be sent home. Such dismissal would be without refund, with Parent responsible for Student's return trip supervision and expense.

The Parent hereby acknowledges, understands, accepts, and assumes on behalf of the Student all risks inherent in this activity. By the signature on this form, Parent acknowledges these inherent risks and recognizes that they cannot be eliminated. To the extent that these risks can be mitigated, Parent recognizes that Student has primary responsibility for doing so. It is Parent's belief that Student has sufficient maturity and judgment to do so. If Parent does not believe this to be true, Parent should not allow Student's participation in the activity.

SECTION 3: RELEASE FROM LIABILITY, INCLUDING LIABILITY FOR NEGLIGENCE

Parent voluntarily releases, discharges, waives and relinquishes forevermore all claims or actions that the Parent or Student may have against Harvard-Westlake School, its officers, agents and employees, for bodily injury, emotional distress, property damage, and/or wrongful death, occurring to Student arising out of or in any way connected to Student's participation in the activity, including, but not limited to, those claims or actions arising out of any negligence on the part of Harvard-Westlake, its officers, agents and employees, save and except only those claims due to fraud or willful injury to Student, or violation of law. **It is the intent of this agreement to exempt and relieve Harvard-Westlake School, its officers, agents and employees and volunteers, from liability for personal injury, emotional distress, property damage or wrongful death caused by negligence.**

Section 4: CANCELLATION POLICY

Parent acknowledges that there are world/national events beyond Harvard-Westlake's control. Parent also recognizes that concerns for student safety may cause Harvard-Westlake, in its sole judgment, to postpone or cancel this trip, even though travel, lodging and other service providers remain open for business and Parent stands ready to send Student on the trip as scheduled. Parent acknowledges and accepts that, in the case of such postponement or cancellation, the school will probably not be able to recover some/all of its prepaid travel, lodging and other costs and that Parent thus might receive no refund, a partial refund, or be offered only travel vouchers or booking at a later date (perhaps at increased cost). Because different families have different tolerance for financial risk, the School has not purchased trip insurance and built cost of same into the fee for this trip. Therefore, it is Parent's option to independently obtain trip insurance should Parent wish to reduce financial risk. (NOTE: Travel insurance does not eliminate financial risk; all insurance coverage has exclusions and limitations).

By Parent's signature hereon, Parent affirms understanding of and agreement to the foregoing.

Custodial Parent's Name (Please Print)

Custodial Parent's Signature/Date

By Student's signature hereon, Student acknowledges the applicability of Harvard-Westlake's discipline rules, affirms understanding of those rules, and promises to obey them.

Student's Name (Please Print)

Student's Signature/Date

HW COLLEGE TOUR RULES

You are participating on this trip to educate yourself about colleges outside of California. Not only will it be educational, it should also be fun. We intend to treat you as adults to the extent that the group, through acting in a mature and responsible fashion, allows us to do so. Along these lines, we require that you adhere to the following list of rules. They are very important and we insist that they be followed. They exist to ensure that you will get the full educational and personal value of this trip. Violators may be required to fly home early at the expense of their parents with no trip refund, in addition to facing further disciplinary action (including possible suspension or dismissal) upon their return to school.

- **You are representing *Harvard-Westlake School*.** Make a positive impression on each college by asking intelligent questions and by being respectful and appreciative. *Remember, the college admissions staff member may be making the decision on your college application. And the deans (who are chaperoning the trip) will write your recommendation letters.*
- **Be on time and abide by the set schedule.**
- **There is a curfew.** Be back in the hotel by curfew. You must sign-in by 10:00 p.m. and be in your own room by 11:00 p.m. This is a fast-paced trip. You need your sleep at night!
- **Stay in groups of three or more** when you go out for dinner in the evenings.
- **Travel in private vehicles is prohibited.** All travel on the trip will be on a chartered bus. Travel on public transportation is allowed only with explicit permission from chaperones.
- **Stay with the assigned roommates each night.**
- **You are responsible for incidental hotel charges.** Your hotel room charges and taxes are all prepaid. Many hotels, however, charge for credit card calls or local calls (and, of course, any room service). Check with the front desk each morning about any charges when you check out and return room keys.
- **Be considerate and respectful of others.** Don't do anything that will inconvenience the rest of the group. Please be aware of the noise level in the hotels. No running, yelling or loitering in the hallways.
- **This is a school trip.** All HWS rules prohibiting the use of tobacco, alcohol, other drugs and gambling are in effect. You must follow them if you choose to participate in a school-sponsored trip. Violators will be subject to the same disciplinary sanctions as if they had broken these rules while at school.
- **Have fun and keep an open mind about colleges.** You should walk away with information from every college. Remember, you are looking for the best place for you. *Do not judge a college based on the personalities of the admission staff or the tour guide.*
- **Be a good son or daughter.** Show consideration for your parents. Upon your return from the trip, share with them, **in detail**, your reactions and insights about the colleges and their respective environments. *Though this experience is to help you learn how to find the best match, it is a process that involves the entire family.*

I HAVE READ THE RULES STATED ABOVE, UNDERSTAND THAT MY ADHERENCE TO THESE RULES ARE CRUCIAL TO THE OVERALL SUCCESS AND PLEASURE FOR ALL THE PARTICIPANTS AND CHAPERONES, AND PLEDGE TO OBEY ALL THE TRIP RULES.

Student's Name (Please Print)

Student's Signature and Date