GROUP VISIT GUIDELINES & EXPECTATIONS AGREEMENT

➢ Be on time for your scheduled campus visit.
  o In addition to group visits, the Office of Admissions hosts daily campus tours and information sessions for prospective students and their families. Our tour guides schedules are limited, so please arrive 15 minutes prior to your scheduled visit to allow group members to unload from the bus/van. Bus drop-off location will be provided with confirmation email.
  o In the event of a late arrival, please notify the Office of Admissions as soon as possible. Scheduled activities may need to be adjusted or canceled for groups that are more than 15 minutes late.

➢ Each tour group must be accompanied at all times by an adult chaperone.
  o We ask that there be at least one chaperone per 15 students.
  o Chaperones should be with their group at ALL times. Chaperones should also maintain an attentive and engaging attitude while touring with students.

➢ Be prepared to tour campus.
  o Please encourage all participants to wear comfortable clothing and shoes. All tours are rain/snow or shine, so please come prepared.

➢ It is the responsibility of the chaperone(s) to monitor the group.
  o It is important for the group members to keep up with and respectfully listen to the tour guide as well as behave appropriately at all times.
  o The Office of Admissions reserves the right to cancel a group’s visit (before/during/after/future visits) due to inappropriate or rude behavior.

➢ If you need to cancel your visit, please call the Admissions Front Desk at 801.832.2200.
  o We require a 24-hour notice for all group cancellations.
  o Arrangements for tour guides and meeting rooms are made in advance, so the professional courtesy is greatly appreciated.
  o “No shows” or groups who fail to contact the Admission Office will risk denial of future campus visit requests.

I have read and agree to abide by the Guidelines & Expectations for group visits. I understand that my group visit of Westminster College is not confirmed until this document is signed and sent to Kristie Ross, Campus Visit & Event Coordinator.

Name (print) _____________________________ School/Organization __________________
Signature ________________________________ Today’s Date __________ Date of Visit ________
Phone ________________________________ Email ________________________________