

COVID-19 Domestic Travel Waiver Request Form

Colby-Sawyer has suspended non-essential domestic travel until further notice. With the exception of arriving for the start of term and returning home at the end of term, students* enrolled on-campus/hybrid learning studying on campus are not permitted to travel outside of the “local area” for non-essential travel. Students may apply for an essential travel exception by submitting a COVID-19 Domestic Travel Waiver Request Form.

The “**local area**” is limited to the New Hampshire towns of Andover, Bradford, Newbury, New London, Springfield, Sunapee, Sutton, Warner, West Lebanon, and Wilmot. Students needing to travel outside the local area must receive approval from the Office of the Vice President for Student Development and Dean of Students, there are no exceptions. Students are not permitted to travel beyond the “local area” for any reason without approval from the Office of the Vice President for Student Development and Dean of Students.

The purpose of the COVID-19 Travel Waiver Request Form is for the student traveler to explain why the non-academic related travel is essential and to allow the Office of the Vice President for Student Development and Dean of Students to review the proposed travel according to the COVID-19 Safety Commitment, local and state guidelines, and ensure best action is taken to minimize the health and safety risks associated with travel and the college community.

- *Please complete and submit the COVID-19 Domestic Travel Waiver Request Form, at least 48 hours prior to your intended travel.
- *Should there be a need to travel in an emergency situation after regular business days and hours (Monday-Friday, 8:00am-5:00pm), please submit a COVID-19 Domestic Travel Waiver Request Form and then contact Campus Safety at 603-526-3300 to advise where you are going and how long you anticipate you will be away. It is likely that a Student Development Administrator will contact you while you are away to gather necessary information and/or provide you with essential instructions for your return. Applications may be submitted for single trips or recurring travel (e.g. essential employment requiring multiple day-trips and medical appointments outside of the local area). We strongly advise you not to confirm your participation in any activity requiring “essential travel” prior to receiving approval. The safety of CSC students, faculty and staff is a priority.

Applications are specifically for the activity/activities described on the request form. Only the activities identified on an approved form are permissible. Any non-approved activities that may occur during approved travel are subject to disciplinary action to include loss of housing and/or dismissal from the college.

[**CLICK HERE**](#) to complete & submit the form.

You will need to log into the CSC network with your username and password.

