

# GROUP TOUR REQUEST FORM

## GENERAL INFORMATION

Name of High School or College Prep Program: \_\_\_\_\_

Grades of Students Attending\* (required): \_\_\_\_\_

*\*Group participants are focused on **juniors and seniors**, with limited consideration to sophomore groups.*

Number of Students Attending\*: \_\_\_\_\_

*\*Group tour minimum is 20 students and the maximum is 60.*

Please attach a list (as a spreadsheet or document) of student attendees when returning this form. Include the **first and last name** and **email address** of each attendee.

Contact Person (Name): \_\_\_\_\_

Contact Person (Title): \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

## DESIRED TOUR SCHEDULE

Dunwoody Group Tour availability is **Monday — Wednesday from 9 a.m. – 1 p.m.**

While we will do our best to accommodate your first choice, please list two alternate dates below.

**We require 30-day notice when scheduling a tour and 48-hour notice of any cancellations or modifications to the arrange time.**

Please note food options are not available for group tour visits so please plan your day to accommodate that.

Priority Date: \_\_\_\_\_ Time: \_\_\_\_\_ First Alternative Date: \_\_\_\_\_ Time: \_\_\_\_\_

Second Alternative Date: \_\_\_\_\_ Time: \_\_\_\_\_

The Participant agrees to indemnify, defend, and hold harmless Dunwoody College of Technology, its trustees, officers, employees, agents, and representatives from and against any and all claims, demands, actions, suits, damages, losses, liabilities, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with the Participant's visit to the College, including but not limited to personal injury, property damage, or any other harm caused by the Participant. The Participant acknowledges and assumes all risks associated with participation in the tour and related activities and releases the College from any liability for any loss, damage, or injury, including death, that may occur during the visit. This clause shall be governed by the laws of the State of Minnesota and shall remain in full force and effect notwithstanding any provision of this contract being found invalid or unenforceable.

## EXPECTATIONS & POLICIES FOR GROUP TOURS

The Admissions Staff at Dunwoody College of Technology is pleased to host your group on our campus. It is our goal to plan an informative visit so that you and your students can see what Dunwoody has to offer. During your visit, your group will meet many individuals who are giving their time to assist in making your group visit worthwhile.

*To ensure that you and your students have a fun and productive visit, please read the following expectations that we have of our visitors:*

### GENERAL EXPECTATIONS

- We require 48-hour notice for a canceled group visit. It is important that we be able notify the staff and offices working on your visit of any cancellations.
- We ask that you arrive early enough to get parked and checked in so that we are ready to go at your scheduled time.
- Dunwoody does not provide a language interpreter or signing support at this time.

### CHAPERONE EXPECTATIONS

- We require one chaperone for every 10 students.
- All chaperones should stay with the students during the entire visit.
- Chaperones should cover appropriate behavior with their students prior to visiting campus.
- Chaperones should address any inappropriate behavior by their students immediately.

### STUDENT EXPECTATIONS

- Students should stay with the Tour Guide at all times.
- Students should turn off their cell phones during the campus visit and store them during the entirety of the campus visit.
- Students should not use ear buds to listen to music during the campus visit.
- Students should listen to and be respectful of everyone they encounter.

*By checking this box:*

- ☐ I acknowledge that I have read and agree to the terms of the campus visit as described above.
- ☐ I understand that if I am not personally attending this event, I am responsible for sharing this information with an attending chaperone.
- ☐ I have attached a list of the first and last names and email addresses of all students attending the tour

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for your request!** We review group tour requests on a first-come, first-serve basis. Should your tour request be approved, you will receive a confirmation email that includes your itinerary, directions to the College, and parking instructions. Please note that the itinerary cannot be changed as reservations and schedules are based upon it.

We look forward to meeting you and your students at your upcoming campus visit and hope that your students have a great introduction to the many programs and benefits of being a college student at Dunwoody College of Technology!

**Please send your completed form via email, fax, or mail to:**

Dunwoody College of Technology: Admissions  
818 Dunwoody Blvd.  
Minneapolis, MN 55403

phone: 612.374.5800 | fax: 612.677.3131

email: [admissions@dunwoody.edu](mailto:admissions@dunwoody.edu)