



Important Travel Information for Students and Parents

***Interlochen ONLY provides transportation to and from the Airport and Bus station in Traverse City, MI.**

ALL Students, regardless of travel mode, are required to turn in Travel Plans through Aspen or you will be charged a \$30 late fee.

TO assist with booking Travel, PLEASE USE CLASSIC TRAVEL www.classictravelusa.com (1-800-643-3449)

Unaccompanied Minors (UM):

- Airlines recommend that students, ages 12-17, use airline provided unaccompanied minor escort service.
- This is an additional fee, paid to the airline, which gives the airline authorization to assist your student to their destination.
- This will require an authorized adult to accompany your student to the airport departure gate, where the airline will sign for and then assist your student through the completion of their travel. When your student arrives at their final destination, a pre-authorized adult must meet and sign for your student from an authorized airline representative.

1. Delta Airlines at Delta.com (UM Service mandatory under 15)

2. United Airlines at United.com (UM Service mandatory under 16, non stop flights only)

3. American Airlines at aa.com (UM Service mandatory under 15)

- When providing a name for the person meeting the student at the Traverse City airport use one of the Travel Coordinators name, 4000 M-137 Interlochen MI 49643, 231-276-7373.

UM Restrictions:

- *A UM will not be allowed to board the last flight of the day (see airlines website for additional information).*
- If a connecting flight will be the last flight of the day, they will not be allowed to get on the first leg of their journey in Traverse City.
- Interlochen recommends that you schedule flights early in the day to avoid students having to re-book their travel and return to Interlochen for departure on the re-booked flight(s).

Travel Plan Due Dates:

-It is required that travel plans be received by the Travel office by the due date. Late travel plans do not allow the Transportation and the Travel Office to accurately schedule student transportation to and from campus.

- Interlochen schedules vehicles to and from Traverse City airport and bus station based on the number of students who have submitted their travel plans on time. A change of even two students can make the difference between a seat being available or not.

-We take attendance at every departure and arrival. Without departure and arrival plans we cannot make arrangements for your student's transportation and they may have to wait until resources are available. Travel plans submitted on time means we have the proper amount of time not only to make transportation arrangements, but also to make sure the student has everything they need for the trip: tickets, passports, I-20's or any other necessary documentation.

Students that incur a delay or cancellation should do the following:

1. *Call parents first and rebook flights as needed*

2. Once this is done please notify the following departments of the changes

- Travel Office (231) 276-7373 (M-F 8:00 a.m. – 4:00 p.m.)

- Transportation (231)-276-7303 (7 days, 8:00 a.m. – 9 p.m. and late night flights if needed)

 - ~ Transportation will then update the departure or arrival to and from campus

- Student Affairs (231) 276-7378 (M-F 8:00am - 4:30 p.m.)

- Front Desk of Students Dorm if during the Academy Year

- Switchboard (231) 276-7200 (7 days, 24hrs)☐ If you are unable to reach anyone else

International Students:

Students need to make sure their documentation is accurate and up to date in order to avoid delays or the possibility of being denied travel. Passports and/or Visas that will expire while students are at Interlochen must be updated prior to their arrival. Students will also need I-20's and I-94's that are accurate and up to date. An I-20 will usually be issued for the duration of the student's study at Interlochen.

At the Airport:

On the main travel days there will be a travel coordinator at the airport to assist your student with checking in, last minute fees and passing through security.

On their return to campus there will be a travel coordinator at the airport in the baggage claim area to assist with luggage retrieval and transportation back to the campus.

If there are any changes to your student's arrival and/or departure plans we monitor the Traverse City Airport's website with all of the flight information. Delays and cancellations happen, but the Travel Department will be at the airport when needed.