



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 return this form or you will be charged a \$30 late fee.

TO AVOID PROBLEMS, PLEASE USE CLASSIC TRAVEL www.classictravelusa.com (1-800-643-3449)

Unaccompanied Minors:

- Airlines must meet FAA regulations regarding unaccompanied minors.
- 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 <http://www.delta.com/> UM Service mandatory ages 5-14, recommended 15-17.
2. United Airlines <http://www.united.com/> UM Service mandatory under 12, recommended up to 17.
3. American Airlines <http://www.aa.com/> UM Service mandatory ages 5-14, recommended 15-17

- When providing a name for the person meeting the student at the Traverse City airport use "Interlochen Center for the Arts Personnel"

Age Restrictions:

- A person 17 years old and under will not be allowed to board the last flight of the day (see airlines web site 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 **before** the due date. Late arriving 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 the Traverse City airport and bus station based on the number of students who have returned 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.

- When a student incurs a delay or cancellation they should do the following:

1. Call Parents first!

2. Rebook flights as needed.

3. Once this is done please notify Interlochen of the changes

- Travel Office (231) 276-7373 (M-F 8:30 a.m. – 4:30 p.m.)
- Transportation Office (231)-276-7303 (7days 8:00 a.m. – Midnight)
- Student Affairs (231) 276-7378 (M-F 8:00am-4:30pm)
- Switchboard (231) 276-7200 (7 days, 24hrs)
- Front Desk of Students Dorm if during the Academy Year

- We will then arrange transportation for updated departures or arrivals to and from campus.

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.