



OFFICE OF
ADMISSION

Group Tour Visitation Agreement

We look forward to your upcoming visit to TCU! Please read and maintain a copy of our Group Tour Visitation Agreement, agreed to upon submission of your group visit request.

1. I understand that by submitting a reservation with Texas Christian University, I have read and acknowledged all aspects of this agreement. TCU maintains the right to cancel or not accept any future requests if any part of the agreement is not maintained.
2. I understand that there are designated drop-off points for groups arriving by bus or large van.
3. I understand that it is recommended that my group arrive on campus 20-30 minutes prior to our scheduled tour to allow adequate time for drop off, parking and check-in. Groups who will be eating on campus should plan to do so either before or after their program. We will ensure that all members have had an opportunity to use restroom facilities prior to the start time.
4. I understand that if my group is running more than 15 minutes late to the designated starting point, the TCU Office of Admission cannot guarantee they will be able to accommodate the originally scheduled agenda, this includes having portions of the program removed or shortened and/or being sent on a self-guided tour. If an unforeseen incident delays our arrival, I will notify the TCU Office of Admission at 817-257-7490 immediately.
5. We will have chaperones stay with the group for the entire duration of our visit. I understand that the TCU Office of Admission can only accommodate the number of students noted in our reservation. Additional students will not be allowed on the tour and will be given self-guided tours as an alternative.
6. Students must be registered for the group tour prior to arriving on campus. Any students who are not registered will not be allowed on the tour and will be given self-guided tours as an alternative.
7. TCU is committed to promoting the safety and wellbeing of all who visit our campus, especially minors. If the visiting group includes minors, it is the chaperone's responsibility to supervise you that all times while on campus. Chaperones attending the group visit maintain the responsibility of all students during the group tour.

8. TCU nurtures an environment of mutual respect and tolerance. As members of the TCU community, we treat everyone with respect and dignity. While group tour guests are visitors on our campus, we expect them to act as members of our community. It is the chaperone's responsibility to control excessive talking, remain with the group at all times of the visit and monitor any actions or language that are not appropriate for a campus tour. If guests do not treat their tour guide and other members of our campus community with respect and dignity, Student Ambassadors and the TCU Office of Admission reserves the right to end the tour at any time.
9. If I need to cancel, I will cancel my reservation at least three (3) business days before the visit by contacting the TCU Office of Admission at 817-257-7490 or grouptours@tcu.edu.
10. Due to a high interest in group tours, we do limit schools/organizations to one visit per academic year. Barring extenuating circumstances, groups should be communicating with our office well in advance if they are not able to attend their scheduled group tour. Late cancellations are subject to having their original group tour date considered as the single visit for the academic year and will be directed to a future term to reschedule a tour.