

Flight Facts

Group Flight Info – Keep this for your reference

The university arranges a group flight which provides planning convenience, allows students to travel together, and offers the services of a travel agent if plans are required to change. The university will purchase group flight tickets on December 4. **All students are required to fly on the group flight unless they have an approved reason to waive this requirement.**

- The group ticket provides flights from a variety of cities throughout the US. Flights from home town departure cities will rendezvous in our hub city for the group departure to Rome.
- Pricing from each student's hometown will be verified as each student's booking is confirmed. Our office will not know these prices until tentative itineraries are received from the travel agent.
- The university provides transportation between the airport in Rome and the Rome Campus for all students on the group flight.
- Students should list on the group flight form the US city from which they will depart, and, if different, the US city to which they wish to return.
- **All students** will be booked departing the US on January 19, arriving in Rome January 20 and returning May 7.
- The Group Flight Form is due *Tuesday, September 19.*
- Students who withdraw from the group flight after *Monday, October 23* may incur a \$100 flight deposit charge.
- Airfare payment will be charged to the term bill due *Wednesday, January 3.*
- After *December 4*, these tickets will be nonrefundable and subject to a change fee of \$150 plus any applicable difference in fare after purchase. All flight changes must be made directly through the travel agent, Beverly Berens (beverlyberens@charter.net) (You cannot make the change directly through the airline website).
- *If the spring 2024 semester were to be cancelled after the ticketing deadline but prior to departure, or if the semester were to be cancelled or interrupted after departure, resulting in the need for an emergency repatriation, students will be responsible for any flight change fees and fare differences applicable.*

Flight Facts

Own Arrangements Info – Keep this for your reference

Students requesting not to take the group flight must notify the office of their intent to make their own arrangements by **September 19** by answering “No” to the conditional question posted on the Group flight form on their application profile. Once this conditional question has been answered a Travel Plans Request form will be published to the student’s profile where they will submit their **tentative flight plans by September 26**. Our office will then let the student know if their plans have been approved and they can make their flights arrangements for the semester. *Purchased itineraries are due by October 23*. **No student may purchase alternate tickets without submitting the online waiver request and receiving emailed approval of their proposed itinerary**. Once purchased students will forward their airline ticket receipt to udrome@udallas.edu.

Students considering making their own arrangements should bear in mind the following:

- **Rome Campus Arrival Window: January 20 between 10 am and 1 pm.** The Rome Campus will *not* be open for student stay or luggage storage before 10 am January 20. All students are required to be on campus by 1 pm for orientation so flights must arrive by 10 am to meet the arrival window. If your itinerary shows a flight arriving later than 10 am your waiver will not be approved. **Please note the group flight is scheduled to arrive at 7:55 am.**
- **Rome Campus Departure Window: morning of May 7 until 12 pm.** Students may not depart from the Rome Campus prior to the morning of May 7. All students must be off campus by 12 pm the same day. **Please note the group flight is scheduled to depart at 10:30 am.**
- **Airport Transfer:** Own arrangements students whose flights arrive at FCO airport by 8 am on January 20 may take the group transportation to campus. Students whose plane is delayed or are unable to get to the airport by 8 am to rendezvous with the group will be responsible for getting themselves to campus. Here is a reliable taxi service, udallas.edu/rome/documents/taxi_prices.
- **Know your baggage allowance.** The group flight airline allows you to bring one 50-pound suitcase at no charge. European airlines have strict limits on luggage and charge large tariffs for all checked and carry-on luggage. If you are traveling for an extended period of time you may want to look into luggage storage options, udallas.edu/rome/sophomoreromeprogram/predeparture_steps.
- **Round Trip tickets required.** It is not advised to purchase separate point to point tickets. Search for a multi-city ticket so that you only have one reservation not twenty. You must have a ticket in and out of the Schengen territory in order for our office to process your student visa.
- **Know the cancellation policy on your ticket.** If the semester were to be cancelled prior to departure or if the semester were to be cancelled or interrupted after departure resulting in the need for an emergency repatriation, students will be responsible for any flight change fees and fare differences applicable at that date, as well as making those flight change arrangements.
- **Talk to a Travel Agent.** A travel agent can assist you with an individual ticket so that you do not have multiple reservations. They also may be able to hold a reservation for you while you are waiting for your approval from our office. The Rome Office travel agent is Beverly Berens her email is beverlyberens@charter.net.