

# ATTENTION APPLICANT

## 2017-2018 Travel Arrangement Guidelines

The Transportation Department is eager to assist you with your transportation needs to and from local public transportation. We strongly suggest that you prepare your travel plans early and purchase airline tickets well in advance.

**Note:** Before travel arrangements are made, please keep in mind that our transportation services are available between **8:00 a.m. and 10:00 p.m. (curfew), Monday–Saturday**. You should arrange to depart from and arrive at the college between **8:00 a.m. and 10:00 p.m.** Also, keep in mind that there is no transportation service for Sunday arrivals. **Please make your parents aware of the times that transportation is available before they buy your tickets.**

As soon as you finalize travel plans, you may submit a transportation request with Mr. Dan Clubb **in advance** by contacting his office at (219) 365–4031, extension 1246. You may also call his cell phone at (219) 306–7094.

## Christmas Break

Christmas break begins at **1:00 p.m.**, Friday, December 15, 2017, and ends Wednesday, January 3, 2018, at **10:00 p.m.** All resident students must be back by curfew. It is to your advantage to finalize your travel plans by mid-November.

**Departure Guidelines:** Plan your airline departure for no earlier than **5:30 p.m.** on Friday, December 15, 2017, and no earlier than **12:00 noon** on all other days.

**Arrival Guidelines:** Plan your airport arrival after Christmas for preferably no later than 6:30 p.m. and absolutely no later than 7:00 p.m. so as not to miss the last Coach USA bus back to Highland.

Transportation Options: Charter buses will transport students to Midway and O'Hare airports directly from the college on Friday, December 15, **ONLY**. Announcements concerning departure times and prices will be made in chapel, or you may contact Mr. Dan Clubb. Otherwise, the hourly transportation mode all other days is Coach USA which provides service between the Highland bus station and the airports. The fare is \$29.00 one way, or \$52.00 round trip.

Anticipate delays due to snow, icy roads, weather-cancelled airline flights, and delayed trains. If weather conditions worsen, plan accordingly and leave home earlier in order to be back on campus by 10:00 p.m., January 3, 2018.

## Spring Break

Spring break begins at **1:00 p.m.**, Thursday, March 8, 2018, and ends Thursday, March 15, 2018, at **10:00 p.m.** Resident students must be back on campus by curfew.

In order for us to guarantee transportation, you must abide by the above guidelines, and **submit your request before 4:00 p.m. on Friday, February 23, 2018.**

If you have any other questions, please contact Mr. Dan Clubb in the Transportation Department at (219) 365–4031, extension 1246. You may also call his cell phone at (219) 306–7094.