

Adventure Student Travel Terms & Conditions

- 1. Price Quotation:**

The price for your land package is confirmed after the full non-refundable deposit is received. Transportation suppliers may assess additional fees, fuel surcharges or taxes that are beyond our control. These additional charges will be added to the transportation segment of your quote. If your package includes airfare, baggage fees are the responsibility of the group and will be due at the time of travel. There may also be additional vendor cost if agreement is not signed and returned by the expiration date listed on the bottom of the agreement. No arrangements are confirmed until we have a signed agreement with number of travelers.
- 2. General Liability:**

Exploring America, D.B.A. Adventure Student Travel LLC holds general liability of \$2,000,000. If your school or organization must be listed as a beneficiary, the insurance company imposes a \$52.50 fee. Once we receive the \$52.50 your organization will be added as a beneficiary and we will send documentation listing you as such.
- 3. Registration:**

Groups must list the correct number of participants on the signed agreement in the correct ratio (adults/students). Groups must also submit a list of participants who have registered for this tour within 21 days after the time the agreement has been authorized along with the registration forms.
- 4. Required Forms:**

Some vendors may require forms to be completed by the group. Your agent will present these forms to the Group Leader. They will also inform you of when these forms are due. These forms must be submitted to the agent by this date. If the forms are late, your group will be at risk of losing the attractions, lodging, and transportation that the form references. Examples: If we do not have the rooming list 60 days prior to travel, the group would be at risk of incurring additional fees from the hotel, or not having enough rooms reserved. If we do not receive airfare legal names list by the due date, the group will lose their airfare.
- 5. Payments:**

Please remit payment according to the payment schedule in your Group Travel Agreement. The preferred method of payment for each scheduled installment is a mobile payment, school check, cashier's check or money order. Wire payments will be accepted for payment and will incur a processor-imposed fee of \$50 per transaction as well as any fees generated from your bank. If your group has purchased the individual payment plan, credit cards are also accepted. Payments should be mailed to 18221 Salem Trail, Kirksville, MO 63501. All payments are due in our office by the due date, not postmarked by the due date. Without timely payment, the group is at risk of losing reserved attractions.
- 6. Non-refundable Deposit:**

The deposit on the agreement is non-refundable. It is calculated by the total number paying on the agreement times the per person deposit. If you cancel before you have paid the deposit, you are still financially liable for the deposit due. Payment must be received within 14 days or your account will be turned over to collections. Late payments will be subject to the late payment fees.
- 7. Reduction in Group Size:**

If your group reduces size from the original number on the signed agreement, the group is still responsible for the entire non-refundable deposit based on the original number. The group will also be responsible for any applicable vendor fees that have been incurred from the vendor. If your numbers drop below the price range in the agreement, an amendment will be sent by your agent with the new price range. Your group will continue to be responsible for the original price range and payment dates until the signed amendment is received in our office.
- 8. Late Enrollment Fees:**

Late enrollment fees (additional 10% of the individuals total package price) may apply to any individual who registers after the initial registration period in addition to any increase in vendor fees. * Also, we must receive registration forms and deposit as well as any scheduled payments listed on the agreement that have preceded the late enrollment, within 7 calendar days after notification of the change. *Some attractions might not have additional availability. Your agent will notify you prior to the addendum.
- 9. Cancellation Policy: (Entire Group or Per Person)**

Cancellation 90 days or more from departure: *Full refund less your non-refundable deposit (paid or unpaid) and any applicable vendor fees. Cancellation 89 to 46 days from departure: *Full refund less your non-refundable deposit (paid or unpaid), 50% of your total package price and any applicable vendor fees. Cancellation 45 days or less from departure: NO REFUND. You will still be responsible for 100% of the package price plus any applicable vendor fees. *Late payments will be subject to fees as applicable.
- 10. Late Payment Fees:**

There is a grace period of 7 calendar days. Grace period does not apply to payments scheduled less than 45 days prior to travel. 7 calendar days late: additional \$35 per person. 14 days late: additional 4% late fee per person with an additional 4% late fee accrued each month past due thereafter.
- 11. Final Payment:**

All final payments must be made in full no less than 45 days prior to travel unless approved in writing by the administrator of Adventure Student Travel. If payment is not received by 35 days prior to travel, the entire trip will cancel.
- 12. Change Fees:**

The following change fees will apply to any requested changes. All requested changes must be made in writing and must come from the group leader or contact person. NO changes allowed 45 days or less prior to travel date. Itinerary Changes: \$100 per change; fees will only be charged if the change is available and the itinerary has been finalized. Changes must be of comparable value to the original itinerary item. Name Changes (for any reason): \$25 fee plus any applicable vendor fees; based on availability and time restrictions of the airline (or other vendor).
- 13. Insufficient Funds:**

Any checks returned due to insufficient funds will be assessed a \$35 fee per check per attempt to collect and if the returned check causes a payment to be delinquent, late charges will also apply as outlined above.
- 14. Travel Packet & Tickets:**

Under normal circumstances travel packet and tickets will be sent out to the group approximately 15 to 30 days prior to travel. However, no tickets will be released until all payments have been received in full and have been processed. If payments have been delinquent, your travel packet will be delayed.
- 15. Hotels:**

Each room will have a maximum of 2 beds unless otherwise stated by Agent. Double occupancy with 2 beds will result in 1 bed per person. Quad occupancy with 2 beds will result in 1 bed per 2 people. Incidentals at the hotel are the group's responsibility and the group leader may be asked to submit a credit card upon check-in to cover any incidentals. Lifeguards are not provided at hotel pool – use at your own risk.

By signing, I acknowledge that I understand and accept the above terms and conditions. I further attest that I am the designated leader for my group. All communications will be conducted solely between Adventure Student Travel and me. I will not advise parents or other participants to communicate directly with Adventure Student Travel.

Authorized Signature

Date