

Student Adventure Tours Group Application

11921 South Dixie Hwy. #205, Miami, FL 33156 · Toll Free TEL 800 241-1728 · FAX 305 256-1171 · www.link2sat.com

Group Leader: _____

Title/Dept.: _____

Group/School: _____

Address: _____

City: _____

State & Zip: _____

County: _____ Public School Private School

Phone: (_____) _____

E-mail _____

Fax: (_____) _____

Tour Name: _____

Destination: _____

Mode of Transportation: Air Bus Train

Departure Date: _____

Departure Time: _____

Departure Meeting Point: _____

Return Date: _____

Return Time: _____

Final Drop-off Point: _____

Make reservations for _____ total participants # Youths: _____ # Adults: _____

Complimentary Chaperones: 1 per _____ paying passengers

Rates per Group Size:

___ - ___ paying passengers: \$ _____

___ - ___ paying passengers: \$ _____

___ - ___ paying passengers: \$ _____

PAYMENT POLICY

Choose Payment Form:

Group Payments

The school collects money from tour participants and remits a single check to the tour company according to the detailed schedule below.

Individual Payments

Parents send individual payments directly to the tour company according to the detailed schedule below. Please add a \$5 per person processing fee to the first payment.

Note: In both cases, the teacher/group leader is responsible for making sure that all payments reach the tour company according to the agreed upon schedule, and that all deadlines are met.

Payment will be accepted in four installments. No credit card payments will be allowed.

Confirmation Payment

Due to SAT _____ for the amount of \$ _____ (100) pp*

Payment 2

Due to SAT _____ for the amount of \$ _____ pp

Payment 3

Due to SAT _____ for the amount of \$ _____ pp

Final Payment

Due to SAT _____ for the amount of \$ _____ pp**

*All services with suppliers will be confirmed after receipt of this deposit. Any tour destination that includes theater tickets will require an additional \$50pp payment as the confirmation deposit.

**Must be received 60 days before departure.

LATE PAYMENTS

In the event payments are made late, the tour company is not responsible for any canceled services, and a charge of \$100 per service will be assessed for rebooking. In the event that the reinstated services are more expensive, the client is responsible for paying the difference. The tour company will do everything in its power to prevent this occurrence and therefore will appreciate the client's cooperation in meeting the deadlines of payments according to the agreed upon schedule above. A charge of \$25 will be assessed for each returned check in addition to all bank charges. All late payments will be charged an additional 10% of the amount due.

Group Leader Home Phone: (_____) _____

Cell: (_____) _____

E-mail address: _____

Name of Parent Tour Liaison (PTL) _____

PTL Phone: Day: (_____) _____

PTL Phone: Evening: (_____) _____

PTL E-mail: _____

PTL Fax: _____

TRAVEL INSURANCE

SAT highly recommends that you protect your investment by purchasing the **Access America Travel Insurance Plan**. This valuable protection includes: Trip Cancellation & Interruption, Travel & Baggage Delay, Emergency Medical Expense & Transportation, Travel Accident Coverage. Kids free if accompanied by a parent.

FOR ALL TERMS AND CONDITIONS, REFER TO GROUP TOUR OPERATIONS MANUAL Application Process

After receipt of this completed and signed paperwork, your application is processed immediately. Services for your group will be coordinated upon receipt of the first deposit. (Refer to agreed upon schedule of payments).

Cancellation Policy & Procedures

You must complete a Passenger Cancellation Form. Ask your Tour Leader for a copy. The completed form must reach the Tour Company no later than 60 days prior to the tour departure date.

Refunds

After the first deposit is received, the refund amount is dependent upon how far in advance the space is canceled.

60 days or more prior to departure

Passenger will be subject to a penalty equal to 50% of the per person tour price or the total amount of the deposit paid to date, whichever is greater. Penalty can be reduced by substituting another passenger in your place. In this case, the refund amount will depend upon additional expenses incurred as a result of airline name changes, etc.

59 - 37 days before departure

Passenger will be subject to a penalty equal to 75% of the per person tour price or the total amount of the deposit paid to date, whichever is greater. Penalty can be reduced by substituting another passenger in your place. In this case, the refund amount will depend upon additional expenses incurred as a result of airline name changes, etc.

30 days or less prior to departure

There is a 100% cancellation penalty. Passenger will not receive any refund, however, another passenger can be substituted. The new passenger must pay a registration fee but can assume your payments. On tours that include an airline flight, change-of-name is subject to the airline's policies and an additional penalty fee may apply.

Adding Passengers

When your application is approved/confirmed, we will indicate the maximum number of passengers allowed on the tour. You can add passengers up to this level, until 60 days prior to the tour, by sending us a Tour Participant Registration Form with the total payment due to date. After receipt of this registration form, the tour company will confirm all necessary services. The tour company will evaluate the group size and determine whether the additional passenger application can be accommodated. Adding passengers 59-31 days prior to departure is subject to a charge of \$50 pp.

Supplier Non Performance Policy

SAT is acting solely as an agent in coordinating your tour. We maintain no control over the personnel, equipment or operation of any supplier, assume no responsibility, and cannot be held liable for their actions. The tour participant agrees that we shall not be liable for any damage, loss or expense occasioned by any act or omission of any supplier providing tour services or of any other person. In the event a supplier does not perform according to contract, we will do our best to remedy the situation which may include a refund from the supplier. Refunds will vary with the type of service and the point at which services were not provided. All requests for refunds must be in writing within five (5) days of the completion of the tour. SAT reserves the right to make comparable changes or revisions to any itinerary. All tour prices are based on rates contracted many months in advance of the tour date and are subject to change without notice.

I have received, read, understood, and agreed to the policies that accompany this form, where all Terms and Conditions are detailed.

Signature: _____

School Name: _____

Date signed: _____