

Group Organizer/Chaperone Terms and Conditions

I am an applicant as a participant on a travel program organized by Teach By Travel and agree to the following understanding binding upon myself and travelers:

- Teach By Travel is responsible only for the acts or omissions of its own employees. Each tour begins with the departure flight from the U.S. and ends upon the completion of the return flight to the U.S. (except for land only travel arrangements, which begin at the first hotel and end with the completion of services at the last hotel). Teach By Travel, its affiliates, directors, officers, employees, sponsoring schools and organizations, and tour directors/escorts, along with any persons or entity employed or utilized by Teach By Travel, cannot be held responsible for any injury, loss, damage, accident, delay, or additional expense resulting from events beyond its control including - without limitation - acts of God, war, strikes, incidents of politically-motivated violence, sickness or quarantine, government restrictions or regulations, and (in the absence of its own gross negligence) events arising from the use of any vehicle or from Teach By Travel's selection of, any bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, or other firm, agency, company, or individual. Teach By Travel is not responsible for any loss of passport, airline tickets, or other travel documents, luggage, or any other participant's belongings, or for consequential damages in any event. Teach By Travel shall have the right - without refund - to send home, at his/her own expense and without escort, any group organizer/chaperone and/or participant who appears to have used drugs or abused alcohol, or engaged in any illegal or disruptive conduct, or any conduct that threatens the safety or integrity of the tour. I agree to release Teach By Travel, its agents and employees, my local school and school district, and any other group organizer/chaperone from all claims arising out of any such events, acts, or omissions as referred to above.
- Teach By Travel is not responsible for my well-being when I am absent from Teach By Travel - supervised activities. I accept liability for any financial obligations I may cause or any damage or injury I may cause/incur while participating on a Teach By Travel operated tour.
- Teach By Travel reserves the right to make changes in itineraries, travel arrangements, airlines, hotels, excursions, activities, ship assignments, cruise ports of call, or other arrangements made necessary by factors beyond its control. On certain dates when some attractions or activities may not be available, Teach By Travel reserves the right to substitute alternate attractions or activities. Such changes are not grounds for cancellation. Teach By Travel is not responsible for flight delays, missed connecting flights, long layovers, or any expenses related to such delays. Departure dates published in Teach By Travel literature are subject to minimum enrollments. Teach By Travel may discontinue a given tour due to insufficient participation or other reasons, in which case paying participants will be offered: (1) an alternate tour or departure date; (2) cancellation with full refund (less \$150, insurance costs, non-refundable fees and any theatre/rail/hotel deposits made on group's behalf); (3) continuing on the original tour, subject to a Small Group Supplement (applicable also to price-protected participants). However, a change of departure date within the same weekend in the winter and spring or 11 days in the summer does not constitute grounds to cancel with a full refund.
- Any film or video likeness taken of me while participating on a Teach By Travel tour, and any of my comments or statements may be used in future materials published by Teach By Travel.
- Teach By Travel and the air carriers have the right to substitute airlines, to make changes in the published itinerary (e.g. in the departure and arrival dates, times, or cities, or revising the order in which the various cities are visited), and I agree to accept any such changes. No refund will be made in the event of changes in the itinerary. Teach By Travel will attempt to furnish alternate services or accommodations to compensate for any such changes. Because some U.S. departure cities shown on Teach By Travel's itineraries may not provide direct air service to overseas destinations, it may be necessary to connect through some other U.S. or foreign airport. Teach By Travel retains the right to determine all airline and flight routings.
- I am responsible for obtaining and carrying a current passport valid for 6 months after my return date and the appropriate visas for countries I am to visit.
- TEACH BY TRAVEL is not responsible for typographical errors on invoices, itineraries, or any written material.

ENROLLMENT DEADLINES/WAITLIST

Applications are processed only upon receipt in the Teach By Travel East Brookfield office of a completed application with the proper payment. New applications within 60 days of departure must submit full payment and any late fees prior to acceptance on a program, and may be subject to additional air or land surcharges. Such applicants are normally placed on a Waitlist.

FEES FOR RETURNED CHECKS, LATE ENROLLMENT, NAME CHANGES, AND REINSTATEMENT

Teach By Travel will charge a \$35 processing fee for any payment returned to us due to insufficient funds or stop payment. All replacement payments prior to 60 days before departure must be a money order or cashier's check. Reinstatement fees for any canceled participant are \$200. Name changes requested for an airline ticket are subject to a \$250 fee and at the discrepancy of the air carrier is subject to additional fees.

CONTRACT PRICE / PAYMENT SCHEDULE

Teach By Travel offers the following provisional guarantee on all 2015/16 catalogue programs and customized itineraries as follows: Teach By Travel guarantees the contract price of 2015/16 catalogue programs and customized itineraries provided that participants pay the contract price of 2015/16 in full by the dates hereunder. The contract price is subject to change without notice because the fees quoted in the catalogue and in custom itineraries are based upon airline tariffs, ground transportation rates, hotel rates, projected availability, government regulations, and currency exchange rates in effect on the publication date. The contract price is defined as the per person price quoted in the contract agreement furnished by TEACH BY TRAVEL to travelers. Payment deadlines to guarantee contract price are as follows (add 1 year for 2016 tours):

- September 2014 - Feb 2015 - Full payment due approximately 100 days prior to departure
- March 2015 - Full payment due December 1, 2014
- April 2015 - Full payment due December 15, 2014
- May 2015 - Full payment due January 15, 2015
- June 2015 - Full payment due February 15, 2015
- July - August 2015 - Full payment due March 15, 2015

Participants choosing Teach By Travel's Budget Plan must adhere to the Full Payment Due Date as outlined in their Budget Plan information.

Failure to pay TEACH BY TRAVEL in full by the Full Payment Due Date may result in administrative cancellation with no refund available.

Participants who submit applications for travel within three weeks of the above due dates are strongly urged to send full payment with their applications to avoid late payment fees. Those paying in full after the noted payment deadline or sending in late applications are subject to a \$95 late fee.

Notwithstanding any of the above price guarantees, all contract prices are subject to change without notice if Teach By Travel's costs increase due to extreme fuel or currency fluctuations, or incidental charges resulting from increased local or foreign taxes, airport charges, airline security fees, and the like. Increased charges resulting in a price increase greater than 10% of the contract price will entitle participants to cancel and receive a full refund of all payments made. An increase of up to 10% of the contract price shall not constitute any right to cancel with refund of payments.

DELAYED RETURNS

Individuals desiring to extend their stay overseas independently and return at a later date separate from the rest of the group may request to do so in writing. Individuals must request a "Delayed Return Form" from TEACH BY TRAVEL to complete and return within 120 days of departure. All individuals flying independently from the group must make their own ground transportation arrangements to and from their overseas airports. Choice of airline used is at the discretion of TEACH BY TRAVEL. TEACH BY TRAVEL will bill individuals a \$200 Delayed Return Fee and any applicable additional airline charge. Confirmation of special flight arrangements is subject to availability.

OPTIONAL EXCURSIONS, EXTRA DAYS

Optional excursions are based on a minimum of 20 passengers participating and are subject to availability. They must be booked as soon as possible (with full payment) no later than 90 days prior to departure. Optional extra days must be requested at the time of enrollment. Optional extra days include dinners (unless otherwise noted) but do not include services of a TEACH BY TRAVEL tour manager; airport transfers will be provided only for groups of 15 or more. Cancellation or unavailability of optional field trips or extra days shall not entitle participants to cancel the tour program.

PROGRAM PRICE INCLUDES

Unless otherwise noted on the itinerary, all TEACH BY TRAVEL programs include the following: round-trip air transportation from your departure city; overseas airport transfers (except for Land Only travelers, whose program begins at the first hotel and ends at the last hotel); all breakfasts and dinners; lunches where specifically mentioned; triple room hotel accommodations with private bath facilities; a full-time TEACH BY TRAVEL tour manager, sightseeing and group activities as indicated, subject to closing times, holidays, or other factors beyond TEACH BY TRAVEL'S control; and a luggage allowance of one medium-sized suitcase and one carry-on bag on international flights.

SPECIAL EVENTS

Special events occurring in different countries at different times may influence the regular operation of a tour (such as championship games, religious celebrations, athletic events, political events, music festivals, etc.) On these occasions, air service and accommodations in the cities involved are limited; therefore, TEACH BY TRAVEL reserves the right to use alternate accommodations and/or services in the area. Different rates, payment schedules and cancellation penalties may apply.

PROGRAM FEES DO NOT INCLUDE

TEACH BY TRAVEL program fees do not include: passport or visa fees; optional insurance fees; beverages with meals; Italy hotel taxes; breakfasts over overnight trains or steamers; excess baggage charges; optional field trips; shore excursions; tips to the tour director, long distance bus driver, local guides, and cruise staff; expenses incurred during free time periods; overnight lodging and

meals in the United States prior to departure or upon return of the international flight; portage at airports and hotels; lodging, meals, transportation, or reimbursement for missed travel services due to airline cancellation or delays; transportation from traveler's home to the airport of departure and back; arrival and departure fees for non-European destinations; any mandatory new or increased taxes or inspection fees levied on airline tickets or at ports of entry/exit after June 2012; and overseas airport transfers for individuals traveling separately from the main group.

ACCOMMODATIONS

Participant accommodations are in superior hotels in Triple Rooms with private baths. Upgrades to a Double Room are \$30 per hotel night. Upgrades to Single Room Accommodations are \$85 per hotel night. All upgrades are subject to availability.

In the event that a participant defaults into a single or double room because no roommate is available, the participant will be liable for the cost of his/her single/twin room accommodations.

CHANGES IN ITINERARIES AND PROGRAMS

TEACH BY TRAVEL reserves the right to make changes in itineraries, travel arrangements, airlines, hotels, excursions, activities, ship assignments, cruise ports-of-call, or other arrangements made necessary by factors beyond its control. On certain dates when some attractions or activities may not be available, TEACH BY TRAVEL reserves the right to substitute alternate attractions or activities. Such changes are not grounds for cancellation. TEACH BY TRAVEL is not responsible for flight delays, missed connecting flights, long layovers, or any expenses related to such delays. TEACH BY TRAVEL is not responsible for any arrival day activities that may be affected by airline flight schedules or delays.

DEPARTURE DATES

In order to meet minimum group size requirements (see below), TEACH BY TRAVEL reserves the right to reassign participants to another departure date. During the winter and spring periods this reassignment will be restricted to a date within the same weekend as the date originally selected. TEACH BY TRAVEL will notify teacher/group organizers of the exact day of departure, and they in turn will be responsible for informing participants.

INTERNATIONAL FLIGHTS/DEPARTURE AIRPORTS

TEACH BY TRAVEL uses regularly scheduled flights operated by major airlines. Non-stop plane service is not guaranteed. Alternative air equipment may be substituted at any time, and aircraft may make additional stops. All flights are subject to airline dictated schedule changes beyond TEACH BY TRAVEL'S control. Such changes are not grounds for cancellation or refund.

TEACH BY TRAVEL reserves the right to use alternate airports in a city at its own discretion. JFK, LaGuardia, and Newark are used interchangeably as are Dulles, Reagan, and Baltimore-Washington. Glasgow and Edinburgh are also used interchangeably.

Individuals not originating from the same US departure city as the main group organizer will not be guaranteed air routings with the main group. Participants traveling from an alternate departure city must pay the tour price from their selected city plus a deviation fee of \$200 plus any airline-imposed surcharges. Neither TEACH BY TRAVEL nor the group organizer supervising the group is responsible for the participant in any way, until the participant meets the supervising group organizer at the first hotel. Participants wishing to fly internationally with the main group organizer must arrange their own transportation to and from the main group's airport.

LUGGAGE

TEACH BY TRAVEL recommends no more than 44 pounds of luggage per person. Airlines, at their own discretion, may impose charges for excess luggage/poundage, for which the traveler is solely responsible. TEACH BY TRAVEL is not responsible for any loss or inconvenience due to any loss or damage of participants' luggage or its contents during the program. The direct air carrier's limitation on its liability is noted on the airline ticket. The passenger's contract in use by the airline shall constitute the sole contract between the airline and the passenger. Transportation companies (both air and ground operators) used by TEACH BY TRAVEL shall not incur any responsibility for liability to any traveler aside from their stated liability as common carriers.

FLIGHT / HOTEL INFORMATION

The specific flight itinerary, as well as hotel assignments and final program itinerary, will be available approximately 1-2 weeks before departure. E-Ticket receipts will be sent at this time only if full payment from all participants has been received. Please note that TEACH BY TRAVEL sends tickets and travel documents directly to the group organizer and to individuals who are traveling from cities different than the rest of the group.

GROUP SIZE

Your tour is based on a minimum number of participants as stated on your itinerary and invoice. In the event that the combined total group size of a particular tour is below the minimum required to operate it, TEACH BY TRAVEL reserves the right to offer the group the following options:

- Travel on a similar program on the original or on a reassigned date;
- Travel on the original program at another time;
- Travel on the original program on the original date subject to a small-group price supplement (which must be paid by all participants even if full payment has been received);
- Cancellation with full refund (less \$150 and any non-

refundable fees or charges previously stated), provided the cancellation is received within 7 days of the notification of travel options.

TOUR DIRECTORS / TOUR ESCORTS

Unless otherwise stated, all TEACH BY TRAVEL groups are accompanied by a tour director. In addition, TEACH BY TRAVEL arranges for local guides for many of its sightseeing tours and excursions. Tour directors occasionally may not stay overnight in hotels with groups in Athens, Paris, or other cities where local representatives may serve as tour escorts. Tour directors do not accompany groups on cruises, unless specifically mentioned in an itinerary.

RESPONSIBILITY

Each TEACH BY TRAVEL program begins with the takeoff of the international flight and ends upon the completion of the return flight to the United States. TEACH BY TRAVEL, its affiliates, directors, officers, employees, group organizers, sponsoring schools and organizations, and tour director/escorts, along with any persons or entity employed or utilized by TEACH BY TRAVEL, cannot be held responsible for any injury, loss, damage, accident, delay, or additional expense resulting from events beyond its control including --- without limitation --- acts of GOD, war, strikes, incidents of politically motivated violence, sickness or quarantine, indigenous animal/insect bites/infections or sickness due to animals, government restrictions or regulations, and (in the absence of its own gross negligence) events arising from the use of any vehicle or from TEACH BY TRAVEL'S selection of, any bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, or other firm, agency, company, or individual.

No additional warranties, terms, or conditions apply to any program unless expressly stated in this brochure or stated in writing and signed by TEACH BY TRAVEL, PO Box 555, East Brookfield, MA 01515.

FINANCIAL SECURITY

TEACH BY TRAVEL maintains an Escrow Account at Family First Bank and also offers individual travel insurance policies available to settle any claims in the unlikely event that TEACH BY TRAVEL cancels its trips without providing the appropriate refunds. Teach By Travel maintains a Professional Liability Insurance Policy with McGrath Insurance Group, Inc.

REFUNDS / CANCELLATION POLICY

Participants who cancel MUST DO SO IN WRITING and are subject to the following Cancellation Policy:

180 or more days before departure - Refunded all payments less \$295 and payment for insurance and Budget Plan Fees

Between 179 and 120 days before departure - Refunded all payments less \$450 and payment for insurance and Budget Plan Fees

Between 119 and 90 days before departure - Refunded all Payments less \$650 and payment for insurance and Budget Plan Fees

Between 89 and 60 days before departure* - Refunded all payments less \$1350 and payment for insurance and Budget Plan Fees

Between 59 and 46 days before departure - Refunded all payments less \$1850 and payment for insurance and Budget Plan

45 or less before departure - NO REFUND

*This cancel charge may vary due to possible airline early ticketing requirements

All refunds will be made within 35 days of receipt of written notification of cancellation. Checks will be written in the name of the participant unless specifically requested. Participants not fully paid 10 days after final payment deadline will be automatically canceled from the trip and receive refunds according to the terms and conditions stated above. Participants requesting to be reinstated after this deadline are subject to a \$200 reinstatement fee, and may only be reinstated subject to availability.

If a participant cancels after receipt of his/her airline ticket, the ticket must be returned to TEACH BY TRAVEL before a refund can be processed.

There is no provision for refunds for meals, accommodations, or transportation (including flight cost or other activities) missed by participants for reasons of absence or non-participation once the program has started.

There are no refunds available for a participant who has not obtained all the necessary travel documents in time for his/her trip.

EMERGENCY SUBSTITUTIONS

In the event that a participant has to withdraw from a TEACH BY TRAVEL program and can provide a suitable replacement, the following refund applies:

Prior to 120 days before departure - All payments less \$200 and payment for insurance

Between 119 and 90 days before departure - All payments less \$400 and payment for insurance

Less than 90 days before departure - NO SUBSTITUTIONS ARE POSSIBLE.

Airline imposed name-change fees must be paid by the substitute traveler, if applicable.

Teach By Travel is not responsible for airline fees associated with typographical errors on airline tickets due to incorrect information provided by the traveler, i.e. exact name on passport.

Teach By Travel is not responsible for typographical errors on any invoices and reserves the right to correct said errors accordingly.

GROUP ORGANIZER/GROUP CHAPERONE APPLICATION

LAST NAME AS IT APPEARS ON YOUR PASSPORT		FIRST NAME AS IT APPEARS ON YOUR PASSPORT		MIDDLE ON PASSPORT
STREET ADDRESS AND/OR PO BOX			CITY	
STATE	ZIP CODE	HOME PHONE NUMBER		CITIZENSHIP
DATE OF BIRTH (MM/DD/YYYY)	SEX M/F	SPECIAL MEDICAL CONDITIONS		PASSPORT NUMBER

EMERGENCY CONTACT 1		DAYTIME PHONE NUMBER	EVENING PHONE NUMBER	RELATION
EMERGENCY CONTACT 2		DAYTIME PHONE NUMBER	EVENING PHONE NUMBER	RELATION

SCHOOL/ORGANIZATION NAME		STREET ADDRESS AND/OR PO BOX		
CITY	STATE	ZIP CODE	PHONE NUMBER	
E-MAIL ADDRESS FOR TBT UPDATES AND TRIP ANNOUNCEMENTS		SUBJECTS TAUGHT/POSITION		

I AM THE GROUP ORGANIZER
 I AM A GROUP CHAPERONE
 MY CITY OF DEPARTURE IS DIFFERENT FROM THE MAIN GROUP AND IS _____. I UNDERSTAND THAT I AM RESPONSIBLE FOR TRANSPORTATION TO AND FROM THE FIRST AND LAST HOTEL.

APPLICANT SIGNATURE: _____ DATE: _____

BY SIGNING THE ABOVE, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND TEACH BY TRAVEL'S TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS APPLICATION AND AGREE TO ADHERE THEREBY.

TO BE FILLED OUT BY GROUP ORGANIZER

GROUP ORGANIZER NAME		NAME OF ITINERARY		
QUOTED PRICE	FOR HOW MANY TRAVELERS	DEPARTURE CITY	REQUESTED DEPARTURE DATE	

TO BE FILLED OUT BY TBT OFFICE ONLY

APP PM DATE	NOTES:
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Please keep a copy for your records.
 Mail To: PO Box 555, East Brookfield, MA 01515