

TO: Parents and Travel Group Participants - London-Harrogate Music Program
FROM: L. Johnston - Program Group Leader - Chestermere High School
SUBJECT: Program Registration and Payment
DATE: September 2007

We are very pleased to advise you that we have been approved to offer a Music program to **London and Harrogate**, England for the Spring of 2008. The enclosed sample schedule shows how the activities of our program will probably be spread over the time we are away. Also enclosed is a Participant Registration Form. If you wish your son or daughter to participate on the program, we would like you to complete the registration portion of this form and return it to us with the Registration Fee payment cheque and also the two post-dated installment payment cheques by the date indicated.

PROGRAM COST

The attached itinerary shows the items which are included in the travel program. The cost for our program is \$3,290.00 per person based on current rates of exchange and projections of airfares and hotel costs for our travel period.

APPLICATION FORM & PAYMENT CHEQUES

The registration form is the detachable section of the Program Application Form. Both you and your son or daughter must sign this registration form. The \$500 cheque for the program registration fee must be remitted with the application form along with the post-dated installments in order for the application to be processed. Our registration deadline is **Monday, October 1, 2007**.

Cheques are made payable To: **Canadian Academic Travel Services Inc. or CATS**

Registration Fee: **\$500.00 currently dated**
First Installment: **\$1,395.00 dated November 15, 2007**
Second Installment: **\$1,395.00 dated January 15, 2008**

AN IMPORTANT NOTE ABOUT GROUP TRAVEL

We are pleased that your son or daughter will be able to participate on this educational program. Much of the fun of this program will come from the experience of travelling as a school music group. However, it is a group travel program. Unlike individual travel arrangements, the costs for study-travel programs are based on a specific, minimum number participating in the group. For this reason, each participant in joining the program, is making a commitment to the group leaders and other members of our school group that they will continue their participation.

The program is inherently educational but we will be conducting preparatory meeting with the students to enhance the learning opportunity the travel program provides. We will draw upon students on the basis of those who can work with us in a cooperative fashion rather than on academic criteria. The program is not a "prize" or "holiday" which is related to academic standing but an enjoyable shared educational experience to which parents, students and group leaders are making a joint commitment.

Group air space is always limited so it is important to make your commitment at this time but you should only do so if you are sure that your son or daughter will be able to continue with their participation. Please note that the registration fee is non-refundable therefore the completion of the application form does indicate that you definitely wish your son or daughter to participate with our group.

SUPPLEMENTARY FUNDS

The program cost is almost all inclusive. It does include airfares from our departure airport (Calgary), taxes, accommodations, tours and admissions. Participants will need pocket money during the trip for:

1. lunches and snacks
2. air traveller's security fees (if not included in the ticket price)
3. local airport user fees (if not included in the ticket price)
4. souvenirs

There are three additional expense items prior to the trip. We will be working with the students as a group in processing these:

1. **Passports** Some students may already have these. (Also visas if necessary for non-Canadians)
2. **Travel Insurance** At a minimum every participant should be insured for out-of-province/out-of-country medical & hospitalization emergency coverage. As an alternative you may opt for a more expensive type of insurance policy known as a "comprehensive travel insurance policy". This type of insurance will include out-of-province/out-of-country medical & hospitalization insurance along with trip cancellation & trip interruption insurance, baggage insurance, and life & limb insurance. More information about these insurance policies and their relative cost will come to you once the group is formed.
3. **Group Fund** Our travel company advises us that it is prudent planning for the group leader to have a group contingency fund for unexpected expenses (such as accidental breakage in our hotel), or to assist students temporarily with funds when travelers cheques go missing. We will discuss this fund at one of our Parent/Participant meetings.

PROGRAM COST FLUCTUATIONS

The program costs are based on a specific minimum group size and current rates of currency exchange. It is necessary to make an early commitment to order to obtain air and hotel space for the entire group at the same time. By starting at this time, we are also providing families a longer time period in order to make the deposit and two installment payments.

However, over this period of time prior to our departure, international rates of exchange can fluctuate and may slightly affect the finalized program cost. These "currency surcharges" do not occur every year, however, there has been a general downward movement of the Canadian dollar (particularly with respect to European currencies) over the last 15 to 20 years. Where currency surcharges have occurred in the past, they have usually been in the range of \$20 to \$60. If this does occur, we will collect a supplementary installment (usually four to six weeks before departure) to cover this variation in rates of exchange.

PARENT/PARTICIPANT MEETINGS

In addition to the regular meetings which we will hold at school with the student participants, we will also have possibly two, evening meetings to which we would like all participants with one or both of the parents to attend. Separate topics will be covered at these meetings, but the primary function is to explain some of the "technical" aspects of our trip with respect to packing, spending money, traveller's cheques, medical forms and group leader expectations. A representative from Canadian Academic Travel Services Inc. will attend one of these meetings, likely in February 2008.

I look forward to seeing you at our next meeting. If you have specific questions concerning your son or daughter's participation, please contact me at the school.

L. Johnston
Program Group Leader



Canadian Academic Travel Services Inc.

When preparing your program Registration Form please check to ensure all of the following items have been entered correctly:

1. Please ensure that **both** the participant and a parent or legal guardian have signed the application form (*student applications only*).
2. Ensure that the name of the participant that appears on the application form is the **legal name** as it will appear on his/her passport. The name on the application form will be used to compile the airline passenger name list. **For security reasons your passport and your air ticket must show the same name.** Names that are familiarly used such as *Dick Smith* rather than the legal name ***Richard Smith*** or *Emily Tan* rather than the legal name ***Tan Jen-Wei***, are **not** to be used on the program application form.

Enter only one name per Registration Form please. Siblings or married couples participating on the same travel program should complete individual forms.

3. Minor aged participants who's family have experienced a separation or divorce and are now living with a step-parent must use their **legal** name and not the name of the step-parent, even if that is how you are know at school or in the community. (*When applying for a passport you will need the written authorization of both legal parents for the child to travel outside of Canada. Sometimes a notarized document is required.*)
4. You **must** enter your age and date of birth on the Registration Form. This information is essential to providing you with the correct information about travel insurance. The type of insurance available to you, and the cost of the insurance, is based on the age bracket you fall into.
5. Please ensure that all payment cheques issued are made payable to **Canadian Academic Travel Services Inc.** or the short form **CATS**.



Study-Travel Program

Student Participant

Registration Form

The set of Terms and Conditions of Parts 1, 2 and 3 listed in this Program Registration Form are fairly standard for most tour operations but do include some special provisions because this is a student group travel program.

In addition to these Terms and Conditions of Participation, you will obviously have to abide by the rules established for your own group irrespective of your age or what other groups have as specific rules. Neither Canadian Academic Travel Services Incorporated nor your group leaders could accept your participation unless you agreed to these Terms and Conditions.

Completion and signing of the Program Registration Form confirms that you have read, understood and agree to the Terms and Conditions of participation and in particular the sections titled Prices, Payment System, and Cancellation.

CANADIAN ACADEMIC TRAVEL SERVICES INCORPORATED

B.C. Reg. No. 1335

TERMS AND CONDITIONS OF PARTICIPATION

(Part 1)

Applicants Responsibilities:

Travel Documents

The participant must obtain at their own expense all documents as required by relevant government authorities (passport, visas, etc.). Such documents must be valid for the duration of the trip. Canadian Academic Travel Services Incorporated may inspect such documents at a reasonable time. Should the participant fail to produce any of such documents at the time requested, the participant shall be deemed to have cancelled their participation on the program.

Authority of Group Leaders

The participant must comply with all reasonable directions issued by Canadian Academic Travel Services Incorporated and the group leader concerning the program and in particular directions concerning check-in times, flight departure times, and hotel curfew times. Canadian Academic Travel Services Incorporated reserves the right to decline acceptance of any student from all or any of the events of the program if just cause is shown. This action will be the decision of the tour operator and the participant's group leader. Such a participant will then be returned home at his or her own expense and no refund will be issued for the balance of the tour not taken.

Restrictions on Alcohol and Drugs

Students are not permitted to have or use hard liquor during the course of the program and any misconduct in the use of alcoholic beverages is grounds for disciplinary action. No alcoholic drinks are permitted in the hotel or accommodation rooms. Students are not permitted to have in their possession or to use marijuana, hallucinogenic drugs, or other controlled substances. Drug possession or use is grounds for immediate dismissal and return home by first available transportation at the expense of the participant. Canadian Academic Travel Services Incorporated and group leaders shall not be responsible or liable for participants arrested for drug possession or other crimes.

Use of Promotional Material

Each participant, or their parents or guardians if the participant is a minor, by signing the application consents to the use of any photograph, motion picture filmed or pictorial representation of the student in connection with the promotion or advertising of the programs of Canadian Academic Travel Services Incorporated in the regular course of its business.

Responsibility of Canadian Academic Travel Services Incorporated:

Except as outlined in the Terms and Conditions, Canadian Academic Travel Services Incorporated shall not be responsible or liable to the participant for any claims, losses, damages, costs or expenses arising out of accident, death, damage, delay, inconvenience, loss of enjoyment whether physical or mental, loss, damage or delay of luggage, caused by acts or omissions of Canadian Academic Travel Services Incorporated. The participant hereby waives all such responsibility and liability of Canadian Academic Travel Services Incorporated, group leaders, accompanying teachers, appointees and sub-agents, the school that the participant attends, the participant's school board, and each of them, from all claims and demands whatsoever, which the participant or his heirs, executors, administrators or assignees may have against them or any of them by reason of any of the aforesaid matters.

Notice is hereby given that the liability of all shipping, railroad, aircraft and other companies and persons providing transportation or services in connection with the program herein applied for, is governed by the law of the country in which the event giving rise to the liability takes place and that such liability, particularly where special rates are allowed to groups, is subject to the conditions and regulations upon which the transportation, accommodation, or restaurant facility provides tickets, coupons, or vouchers. Canadian Academic Travel Services Incorporated advises the participant that any air carrier's liability may be limited by its tariffs, conditions of carriage and international conventions and agreements. No agent, employee or representative of any person whose services are employed by Canadian Academic Travel Services Incorporated herein shall have the authority to waive or modify any of the provisions stated in these conditions.

Canadian Academic Travel Services Incorporated and/or their agents, give notice that all tickets, vouchers and coupons issued by them and all arrangements for transport for conveyance or hotel accommodation made by them, are made by them upon the express condition that they shall not be liable for any injury, damage, loss, accident, delay or irregularity which may be occasioned either by reason of defect in any vehicle or through the acts of default of any company or person engaged in conveying or housing the passenger or in carrying out the arrangements of the tour, or otherwise in connection therewith, or of any hotel proprietor or employee. The aforesaid Canadian Academic Travel Services Incorporated and/or their agents can accept no responsibility for losses or incidental expenses due to the delay or changes in schedules, hotel overbookings or defaults, sickness, weather, labour disputes, delayed flights, war, quarantine or other causes. All such losses or expenses will be borne by the participant, or paid by the group leaders from an emergency fund which they have collected separate from the program cost.



ENGLAND TRAVEL PROGRAM - Spring 2008 Outline Schedule – 08 LEN-b2

Day 1 Overnight Flight to London

Depart from nearest Canadian international airport for overnight direct or connecting flight to Britain and next day arrival in London.

Day 2 Arrive London

Morning Arrive at London airport and clear British Passport Control and pick up luggage. Proceed through British Customs Control and meet with CATS rep. Walk with luggage to coach parking area. Proceed by coach into London to hotel for check-in. After hotel check-in there will be a briefing session with the CATS rep followed by an orientation tour of the tube system (subway). Group will learn about the public transportation system and the method of purchasing and utilizing tickets to facilitate activities on Days 3, 8 and 9.

Evening Dinner in prearranged restaurant

Overnight in hotel in **LONDON**.

Day 3 Day in London

Morning Assemble in lobby and meet with guide. Depart by coach with guide for morning orientation tour of central London which includes views of Buckingham Palace, Hyde Park, Knightsbridge, Chelsea, Westminster, (the Abbey, Houses of Parliament and Downing Street), Trafalgar Square, the Theatre District, Fleet Street, St. Paul's Cathedral and Tower Bridge. The tour will terminate near the Tower of London where there will be free time for lunch.

Afternoon Guided visit to Tower of London with its White Tower and Crown Jewels. The Tower of London is not a single tower but a collection of building and surrounding fortifications. It started as a medieval fortress built on the banks of the Thames River but other buildings in later centuries were added to the compound. It has numerous defensive walls and towers and was built over many centuries so it shows various architectural styles

Following your tour there will be time free for optional visits or shopping in other areas of London using public transport or you may wish to return to hotel directly again using public transport. As a complete group, you may wish to meet at the hotel before walking to the restaurant for dinner.

Evening Dinner in prearranged restaurant

Overnight in hotel in **LONDON**.

Day 4 London to Stratford

Morning After check-out from hotel, assemble in lobby with suitcases and meet with escorts. Depart by coach for a two day tour through central England (the area in the British Isles known as the Midlands). In the morning you will visit the town of Windsor and the residence of the British Royal Family, Windsor Castle. The original castle was built by the Normans and it has been the residence of the Royal family for almost 900 years. St. George's Chapel is located within the walls of the castle and is a masterpiece of late gothic architecture known in England as the perpendicular style.

Early Afternoon Depart from Windsor for Stratford. Afternoon arrival in Stratford upon Avon a small English town in the County of Warwickshire which in the 16th century was the home to William Shakespeare.

Late Afternoon Approximate arrival time in Stratford where you will have a guided walking tour which will include the Shakespeare Birthplace where the entire house is furnished the way it would have been in his youth, the Gower Memorial on the banks of the Avon with its life sized bronze statue of Shakespeare with four of his most famous characters (Hamlet, Lady Macbeth, Falstaff and Prince Hal), the Royal Shakespeare Theatre (which brings many visitors to Stratford for performances of his plays), past the Dirty Duck Pub and Brass Rubbing Centre to Holy Trinity Church where Shakespeare is buried.

Evening Dinner in prearranged restaurant overnight in hotel in **STRATFORD**.

Day 5 Stratford to Harrogate

Morning After check-out from hotel, meet with travel escort and assemble at coaches with suitcases. Depart by coach through central England to Harrogate. In the morning you will be stopping in the British Midlands town of Coventry. The central part of England has traditionally been called the Midlands and while there is much rich farmland and small towns, it also has some industrial cities and towns. Though Coventry was a cathedral town dating from the Middle Ages (and supposedly the place where Lady Godiva took her nude ride), it became by the early 20th century an industrial town based on the manufacture of automobiles and motorcycles. For this reason it was a prime target for German bombers during World War II. In one of the raids, 450 bombers dropped over 40,000 fire bombs on the city in one day and completely destroyed its ancient cathedral. A new Coventry Cathedral has been built in a modern style and this is now one of the major sites in the city because of its architectural style and Jacob Epstein's bronze statue of St. Michael Slaying the Devil. There is also a statue of Lady Godiva in Coventry but not in the cathedral. Late in the morning there will be a stop enroute for free time for lunch at a point arranged with escorts and group leaders.

Afternoon Mid afternoon arrival time at a private school just outside of Harrogate. After check-in at residence, local coaches will transfer you to Harrogate for walking tour of town city as arranged by the Harrogate International Youth Festival. Harrogate is located in the northern England County of Yorkshire. It is a small town which in the 19th century was famous as a "spa" town to which the middle and upper class came for a spa treatment. In those days, this consisted of drinking the special, mineral rich, waters which came from natural springs in the town center. You will then board local coaches for transfer to your residences

Dinner in residence and evening Conductor/Group Leader Reception at hotel in Harrogate

Overnight in residence near **HARROGATE**.

Day 6 Day in Harrogate

Morning Breakfast in residence depart by local coach for morning activities in Harrogate. This will include massed photograph before lining up for the Grand Opening Parade. In the late morning there will be the Grand Opening Parade through the centre of Harrogate. Groups will perform short pieces in the Parade and then in a static, stood performance at the Stray. You will have packed lunches today.

Afternoon Transfer by coach to Ripley for a scenic walk in the village which is famous for its ice creams and then later to the Galtres Centre at Easingwold in order to rehearse and set up for your evening performance. In the late afternoon you will have a rehearsal at Galtres Centre followed by time to change and enjoy evening meal. Evening performance (40 minutes) to be shared with another international ensemble. Late evening transfer back to residence.

Overnight in residence near **HARROGATE**.

Day 7 Day in York

Morning Breakfast in residence and morning free to attend Easter morning church service. Coach service will be available but participants need to advise group leaders if they wish to attend. This is followed by lunch at residence.

Afternoon Depart by coach to Harewood House, home of the Queen's Elizabeth's cousin to prepare for your afternoon performance. This is followed by afternoon open air performance at Harewood House (40 minutes) followed by free time to explore the grounds and house. Coach return to residence for your evening meal prior to attending the Civic Festival Disco attended by the Mayor.

Evening Civic Conductor's Reception where gifts will be exchanged. Festival Disco for all participants to be held at Harrogate International Centre. Late evening departure by coach for residence.

Overnight in residence near **HARROGATE**.

Day 8 Harrogate to London via Cambridge

Morning Breakfast in residence followed by check-out and assemble in lobby with luggage. Depart by coach for London with stop in Cambridge enroute for lunch between 12:30 PM and 1:30 PM.

Cambridge along with Oxford is one of two most famous university towns in England. Its university has produced 63 Nobel Prize winners and John Milton, William Wordsworth, Isaac Newton, Alfred Tennyson, Charles Darwin, the poet Rupert Brooke, the novelist Virginia Woolf, the physicist Stephen Hawking and Prince Charles all went to school here. The University has a reputation for scientific research (the electron was discovered here and the atom first split) and the town of Cambridge is now a European center of software development. Cambridge University like Oxford University is made up of separate colleges (31 at Cambridge) so that all students belong to one of these colleges. Often the colleges are historic buildings (in 1350 there were already 8 separate colleges) and the two perhaps most famous are King's College and Trinity College. King's College Chapel was primarily built in the late 1400's and it is one of the finest examples of Perpendicular Gothic in England with its fan vaulted ceiling. King's College is also known for its world-famous boys' choir.

Afternoon Continue to London with late afternoon arrival and check-in at hotel.

Evening Dinner in prearranged restaurant and overnight in hotel in **LONDON**.

Day 9 Day in London

Full day free in London for shopping or optional visits to areas of particular interest. The special visits could include:

The London Eye Ferris Wheel – Built by British Airways on the south bank of the Thames opposite the Houses of Parliament, this is the largest observational wheel. It is built like a gigantic bicycle wheel with 25 people accommodated in each of its 30 glass enclosed cabins for their 30 minute trip. It supplies unsurpassed views of London and wonderful photographic opportunities.

The British Museum – This is the oldest and most famous museum in London and houses a great collection of artifacts from the whole history of western civilization. Its most famous pieces are the Rosetta Stone which helped us understand the ancient hieroglyphic writing of Egypt, the Elgin Marbles from the Acropolis in ancient Greece and an original copy of the Magna Carta which is one of our first charter of rights.

The Changing of the Guard at Buckingham Palace – this occurs daily (11:00 AM) in the summer but on alternate days in the rest of the year so you need to check. There are marching bands and colourful uniforms but it is very busy since nearly all the tourists in London seem to show up each day

The Cabinet War Rooms – located in the government area of Whitehall, it was the underground headquarters of the British government during World War II. Here Prime Minister Winston Churchill, his cabinet and military leaders met in this bomb resistant network of rooms to plot key decisions in Britain's military efforts during the bombing of London and later Normandy invasion of France.

Day 10 Return flight to Canada

Morning After check-out from hotel, assemble in lobby with suitcases and depart by coach for London Airport and check-in for return flight(s) to Western Canada.

Afternoon Depart on connecting or direct flight to your nearest international airport in Canada. Arrive International Airport in the mid afternoon local time and clear Passport Control, claim baggage and proceed through Canada Customs. Welcome home.

YOUR EDUCATIONAL TOUR INCLUDES

FLIGHT ARRANGEMENTS

- ◆ round trip airfare from international departure airport
- ◆ current airfare taxes and security fees at current rates of exchange

LONDON & TOURING ARRANGEMENTS

- ◆ coach transfer with rep from airport to hotel in London on arrival
- ◆ coach transfer with rep from hotel in London to airport on departure
- ◆ 5 nights accommodation in tourist category hotel in twin or triple rooms with continental breakfast with 4 in London and 1 in Stratford
- ◆ 5 dinners in a variety of prearranged restaurants with 4 in London and 1 in Stratford
- ◆ half day orientation tour of London with coach and guide
- ◆ afternoon visit with guide to Tower of London including White Tower and Jewel House
- ◆ morning visit with guide to the London Museum and St. Paul's Cathedral
- ◆ services of coach, driver and guide for 3 day England tour (Days 4, 5 & 8)
- ◆ admissions where applicable to

Windsor Castle including State apartment or St. George's Chapel
Shakespeare Birthplace in Stratford
Coventry Cathedral
Kings College Cambridge

HARROGATE FESTIVAL ARRANGEMENTS

- ◆ 3 nights accommodation with breakfast and dinner in residence in Harrogate
- ◆ concert performances and activities as organized during the group visit in Harrogate
- ◆ coach transfers from residence in Harrogate area to performance venues
- ◆ fees for attendance at Harrogate Festival

ITEMS NOT INCLUDED

- transportation to departure airport (Canada)
- lunches and snack or beverages with prearranged dinners
- all expenses of a personal nature (passports, souvenirs, books, film, etc.)
- optional trips, entrance fees and admissions unless specifically shown
- out of country medical insurance or comprehensive travel insurance

OUTLINE SCHEDULE

The outline schedule shows how the events of the program could be distributed over the time which the group is in Britain. While all the items shown in the sample itinerary should be included, the actual sequence may be varied to fit hotel or coach availability or opening times or days for particular museums or sites. Airline flight patterns may require the program to be lengthened or shortened by one day. This would be done by the addition or deletion of one night and accompanying meals in London. The program cost would be adjusted to reflect the added or deleted cost of one night's accommodation and meals.

TERMS AND CONDITIONS OF PARTICIPATION

(Part 2)

Program Cost:

The cost for this program includes all transportation, tours and excursions as specified in the program itinerary. The cost does not include meals other than those stated as being included or personal expenses incurred by the participant or any excursion taken by the participant in addition to those specified as included in the itinerary. There are no refunds for meals, sightseeing services or tours not used. All prices are based on airfares and currency exchange rates effective at the time of program costing and are subject to increase without prior notice. In the event of any increase in cost and/or variations in exchange rates prior to the date of departure, the participant agrees to pay to Canadian Academic Travel Services Incorporated such additional sums as may result from such increases. The current program cost is based on a specific "minimum" group size and also includes a designated number of supervising group leaders. The cost can change if there is a reduction in the size of the group below the specified minimum upon which the cost was based or if there is an increase in the number of supervising adults participating.

Changes in the Program:

Canadian Academic Travel Services Incorporated reserves the right to effect any modification or change in the itinerary, accommodation, and method or type of transportation either before or after the time or date of departure. The participant shall not be entitled to cancel the trip or obtain any refund because of these changes. In the event of any alteration, modification or change, Canadian Academic Travel Services Incorporated shall use all efforts to obtain comparable accommodation and/or transportation. Canadian Academic Travel Services Incorporated reserves the right to cancel all or any part of the travel program at any time either prior to or during such travel programs. If a change in airline scheduling causes the travel program to be extended, additional charges will be made to cover the cost of the extra day(s) of the program. There can be no refund for schedule disruptions due to labour disputes or inclement weather and where program duration's are lengthened by these or other causes; such additional costs must be borne by the participants. In the event that all or part of the travel program is cancelled Canadian Academic Travel Services Incorporated shall be under no liability to the participant whatsoever except to refund to the participant:

- (i) all monies paid by the participant to Canadian Academic Travel Services Incorporated if the whole trip is cancelled by Canadian Academic Travel Services Incorporated, or
- (ii) a portion of the monies paid by the participant to Canadian Academic Travel Services Incorporated should part of the tour be cancelled by Canadian Academic Travel Services Incorporated.

Definitions:

Canadian Academic Travel Services incorporated means Canadian Academic Travel Services Incorporated, Surrey, British Columbia, Canada, and its servants, employees, agents, representatives, and subcontractors. Program means the accommodation, services and transportation as described in the brochure or program itinerary. Cancellation means written notice that the participant will discontinue participation on the program irrespective of whether the cancellation is made by the participant, the participants parent or guardian, the group leader, the participants school administration, or the school district. Such cancellations whether made by the participant or on their behalf by those listed above, will be subject to the same cancellation costs under the Cancellation Procedure section of Terms and Conditions (Part 3).

PROGRAM APPLICATION FORM

Name _____ Tel. _____ Prov./State _____
Surname as on passport First Name as on passport

Home Address _____ City _____ Postal Code _____

Current Age ____ Date of birth ____/____/____ Sex (M/F) ____ School _____
dd mm yy

Country of Citizenship: _____

Acceptance of Responsibility: We the undersigned have read and understand the conditions under which an individual may participate on the program of Canadian Academic Travel Services Incorporated and agree to these conditions as outlined in Parts 1, 2 and 3 of this program application form. The parent/legal guardian hereby gives permission for the minor applicant named above to participate on this program.

Participant's Signature: _____ Date: _____

Parent or Guardian's Name _____ Signature _____
(Please Print)

TERMS AND CONDITIONS OF PARTICIPATION (Part 3)

How to join a Study-Travel Program:

Each participant on a Canadian Academic Travel Services Incorporated program must complete a registration form. Group travel, particularly at the very busy spring or summer holiday period, requires booking many months in advance in order that the whole group can travel together. Aircraft and accommodation space are only available on a limited, first come basis. Only through very early registration can groups be assured of space on a program.

Payment System:

To be registered on a program, applications must be accompanied by payments made in one of the two following ways. Applications not accompanied by payment cheques cannot be processed.

- (i) Payment in full by cheque at the time of application, or
- (ii) An installment system in which the application is accompanied by a currently dated registration fee of \$500 and two equal installment cheques for the balance post-dated for November 15 and January 15 for spring programs. For groups travelling at other times of the year alternate dates will be specified.

All cheques are made payable to **Canadian Academic Travel Services Incorporated** or **CATS**. These along with the accompanying application form are collected by the group leader on the date designated.

Cancellation: We hope that you do not have to cancel your participation, but if it should become absolutely necessary to cancel, this is what you need to know. All cancellations must be in writing and Canadian Academic Travel Services Inc. will provide your group leader with a **Cancellation Request Form** which must be signed by you, your parent or guardian and your group. The cancellation will be processed once this Cancellation Request Form has been received Canadian Academic Travel Services Inc. from your group leader. Cancellation notice may be given by the individual participant, their parent or guardian, the group leader, school administration or school district and the cancellation conditions would still apply. These conditions as outlined below apply whether it is an individual or a group cancellation.

You can cancel at any time prior to the final installment date by completing a **Cancellation Request Form** obtained from the group leader. Students doing so will receive a refund minus the \$500 registration fee and minus those cancellation fees levied by participating airlines, hotels, etc. Canadian Academic Travel Services Incorporated is under no obligation concerning expenses which any participant may have incurred other than funds paid to Canadian Academic Travel Services Incorporated for a specific program.

Cancellations after the last installment date will receive a refund minus the \$500 registration fee and minus those cancellation fees levied by participating airlines, hotels, etc. After the last installment payment these cancellation fees could constitute the full program cost. As a measure of added protection, it is recommended that participants purchase a comprehensive travel insurance package which includes trip cancellation insurance. This type of insurance provides a refund if the cancellation is for medical reasons which can be evidenced by a doctor's certificate. Details and costs for a comprehensive travel insurance package which is specific to your program will be forwarded to you prior to the final installment date.

YOUR PAYMENT SCHEDULE

If you are not paying for the program in full at the time of application, your payment cheques must correspond to the following schedule. The potential for complete payment must accompany your application either in the form of one full payment cheque currently dated or by post-dated installment cheques as indicated by your group leader. Cheques must be made payable to **C.A.T.S.** or **Canadian Academic Travel Services Inc.**

<u>Type of Payment</u>	<u>Dated for</u>	<u>Amount</u>
Registration Fee	Currently Dated	\$500.00
First Installment	_____	_____
Second Installment	_____	_____

If paying by the installment system, the deposit and post-dated installment cheques must accompany the application form.