

# Terms & Conditions – International Bookings

## Educational Group Travel

### Making a Booking

To confirm the booking, a non-refundable deposit of **\$1,000** per student is required by the date outlined in the quotation letter accompanied with a completed and signed booking contract.

### Final Payment

The final payment must be received in full 65 days prior to departure. Bookings will be cancelled if balance is not paid in full by the due date.

### Prices

The prices of the tours are based on the information provided by our suppliers and such prices are accurate at the time of publication. For this reason, all prices are subject to change if increases occur in transportation costs (including fuel), dues, taxes (such as increases in or imposition of GST or other Government imposed taxes) or fees chargeable for services such as landing taxes, and embarkation/disembarkation.

Airline fares, hotel rates, ground operators' charges and exchange rates are subject to change without notice at any time prior to full payment.

### Amendments & Changes

If you change your booking 120 days prior to departure we will charge a \$150 amendment fee for each change plus any additional pre-payable taxes, levies or charges. Requests for an individual to travel outside the group's designated dates is subject to availability and will incur an additional charge.

### Cancellations & Refunds

If you wish to cancel or amend all or part of your tour you should advise us in writing (by letter, email or fax) as soon as possible. A cancellation or amendment is effective only when received in writing by the company from the Lead Teacher who signed the booking contract. Any new person added to the booking must provide a signed booking form. The following scale of cancellation charges will apply:

Days of notice	Fee per student
100 days or more	Loss of deposit
99 – 65 days	50% of the total package price
64 days or less	100% of the total package price

If any cancellation reduces the number of paying group members below the minimum number required for a particular the tour price, the invoice will be adjusted accordingly for all remaining group members.

### **Tour Changes**

Whilst Orbit World Travel will at all times endeavour to satisfy clients' requirements and changing circumstances, as the company relies upon the information and services provided by the relevant travel suppliers, the company reserves the right to make alterations to the tour and before and after any booking has been confirmed. If for any reason the details of your tour have to be changed before departure, Orbit World Travel will inform you as early as possible.

Most changes, if necessary, will be minor. Whether a change is 'significant' depends on the nature of the tour and may include: alteration to the scheduled departure or return time of your flight by more than 12 hours (but not a flight delay) or a change to a lower standard of accommodation.

### **Force Majeure**

We do not accept liability or pay any compensation where the performance or prompt performance of our contractual obligations is prevented or affected by reason of circumstances amounting to "force majeure". Circumstances amounting to "force majeure" include any event which we or the supplier of the service/s in question could not even with all due care, foresee or forestall such as (by way of example and not by way of limitation) war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, fire, acts of God, adverse weather conditions, and all similar events.

### **Travel Insurance**

Adequate and valid travel insurance is compulsory for all Orbit World Travel travellers and it is a condition of accepting your booking that you agree you will obtain adequate and valid travel insurance for your group prior to the date of departure.

### **Passports & Visas**

Lead teachers are entirely responsible for ensuring that all group members have the correct and valid documentation. We cannot accept responsibility for any failure to comply resulting in any costs or fines being incurred. Whilst we will endeavour to inform you of any new regulations, we advise you to check with the appropriate Embassy, Consulate, Australian Department of Foreign Affairs and Trade or Passport Office if you have any queries. It is your responsibility to ensure that all travellers have the correct passport and visas to gain access to any country/region included in the travel arrangements which you purchase through us. If you fail to do so, we have no liability to you for any cost, loss or damage which you suffer, nor will we refund you the cost of any unused portion of your travel arrangements. In some cases, countries will refuse entry to persons who have criminal records. Should you be concerned about this, please check with the embassy or consulate of the countries to which you are travelling. The lead teacher is entirely responsible for ensuring that all group members have:

- a. For Australian Citizens - all adults and children 16 years or over must travel on a full valid Australian ten-year passport unless otherwise specified;
- b. Clients who are not Australian citizens must check with the appropriate consulate for individual visa requirements;
- c. If you need to obtain a new passport you should do so in good time. This normally takes about 4 weeks by post, but this time may vary depending upon which passport office you apply to and the time of year;

- d. When travelling to the US you must have the correct passport to travel on the Visa Waiver Programme (VWP) or have obtained the correct visa, valid for your stay. Each person wishing to visit the US must have either:
- an e-passport (if your passport is issued after 26 October 2006), or a machine readable passport containing a digital photograph and a Visa Waiver Form;
  - a valid passport and a valid visa which must be obtained before travel from the US authorities.

### **Medical & Dietary Requirements**

Your personal safety is of paramount importance to us and therefore it is imperative that you advise us at the time of booking of any condition, medical or otherwise, that might affect you or any other person's enjoyment of the tour.

### **Special Requests**

We do our best to meet any special requests made by you and to pass these on to the appropriate persons provided they are clearly noted on the booking form. While requests will be submitted to the relevant supplier, we cannot guarantee that the supplier will fulfil the request except in relation to any special requests confirmed by the relevant supplier in writing.

I have read and understand the terms and conditions.

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_