

# 2012-2013 passports Teacher-Counselor Terms and Conditions

By submitting a signed Teacher-Counselor Application, the applicant agrees to the **passports** 2012-2013 published Terms and Conditions and Release and Agreement as they appear in the **passports** 2012-2013 catalog and elsewhere, as well as the following Teacher-Counselor Terms and Conditions which apply to all group organizers and co-organizers/chaperones (including main group organizers, co-group organizers, spouses of group organizers, or other relatives, friends, or colleagues) traveling at free or pro-rated discount rates as per the stipend chart published by **passports**. **passports** will not grant exceptions to these Terms and Conditions, or to the Agreements signed by tour participants. These Agreements cannot be modified or extended except in writing by an officer of **passports**.

**Group organizer responsibilities:** Teacher-Counselors are responsible for supervision, discipline and the well-being of the group members entrusted to their care. Group organizers and co-counselors must maintain a harmonious and professional attitude both prior to and during the tour, particularly when unforeseen pre-departure or on-trip situations may arise. The counselor is responsible for having a positive attitude, and behaving proactively, rather than reactively, in order to set an example for the students and participants under their supervision. **passports** and its employees (including the group's courier) are not responsible for discipline or supervision of group members. The group's courier will assist in emergency situations. All Teacher-Counselors agree to the following elements of discipline: Curfew enforcement, enforcement of the **passports** Code of Conduct, knowing the whereabouts of all participants at all times, keeping group members together, enforcement of behavior in hotels, restaurants and other locations throughout the tour, enforcement of schedules and punctuality, enforcement of attentiveness, monitoring of hotel rooms, checking hotel rooms at check-in and again at checkout, looking for items left behind or damages to rooms caused by group members (group members are responsible for hotel damages and will be billed on-the-spot directly by the hotel).

All Teacher-Counselors agree to the **passports** Code of Conduct, including the sections on alcohol consumption and acceptable behavior while on tour. In the rare event that a group organizer neglects his or her duties, **passports** reserves the right to do whatever it deems appropriate to rectify the situation, including temporary suspension of the group organizer from participation in the tour, or removing the group organizer from the tour altogether and returning him/her to the U.S. at his/her expense, and with no refund or compensation. Another Teacher-Counselor, if available, would take over supervision and discipline of the traveling group. If no Teacher-Counselor is available, **passports** will select an appropriate replacement.

The main Teacher-Counselor may send home, at his/her own discretion, any group member (student or adult) who does not adhere to **passports'** Code of Conduct. See 2012-2013 Release and Agreement, for additional information.

**Enrollment:** Teacher-Counselors may enroll on the tour by submitting a signed application, along with participant assignment instructions (counselors travel free with six (6) participants assigned unless a customized prorate has been established). The specific names of individuals assigned are not necessarily required upon enrollment, but the estimated number of individuals to be assigned must be provided to **passports** in writing at the time of counselor enrollment. A financial deposit is not required.

**Teacher-Counselor Payment Deadlines:** Teacher-Counselors are required to pay any negative stipend and/or additional charges such as field trips, obligatory rooming fees, travel extensions, or other administrative fees no later than 60 days prior to departure. Fees may be paid by credit card. Teacher-Counselors may not necessarily receive an invoice prior to their individual deadline dates. Contact **passports'** Accounting Department for details.

**Cash Stipends:** Any applicable cash stipends will be paid by **passports** to the individual Teacher-Counselor in the form of a check no later than one week prior to departure, provided that all participant balances are paid in full and that the Teacher-Counselor's social security number is on file at **passports** U.S. headquarters. All stipend payments are mailed directly to the individual traveling Teacher-Counselor via U.S. postal mail. Stipends and bonuses equaling \$600 or higher paid to any individual will result in that individual receiving a 1099-Misc tax form at the end of the calendar year of travel, as per Internal Revenue Service regulations.

**Teacher-Counselor Cancellation/withdrawal:** Teacher-Counselors cancelling from the tour for any reason must notify **passports** individually in writing no later than 60 days prior to departure. Notification by telephone is not sufficient. The main Teacher-Counselor is permitted to cancel a co-counselor's position on the tour. Teacher-Counselors canceling within 60 days of departure will be subject to administrative fees relating to the non-refundability of airline deposits or tickets or other travel arrangements purchased on their behalf. **passports** will notify Teacher-Counselors of non-refundable administrative fees upon acknowledgment of the cancellation. NOTE: Tour services (air and ground arrangements) are made early on Teacher-Counselors' behalf, and are non-refundable and non-exchangeable. Paying participants assigned to canceled Teacher-Counselors will not be reassigned to another Teacher-Counselor in the group if the cancellation is postmarked within 60 days of departure, and will therefore not count toward any extra positive stipend or free travel of another Teacher-Counselor.

**Substitutions:** A canceled Teacher-Counselor may substitute another Teacher-Counselor up to 60 days prior to departure. The substitute must submit a signed Teacher-Counselor Application, along with written instructions from the main Teacher-Counselor regarding reassignment of participants. Substitution requests received within 60 days of departure cannot be accepted.

**Payee Cancellations:** If one paying participant cancels within 30 days of departure, and this results in any Teacher-Counselor owing a negative stipend, the company will absorb the cost of the negative stipend. If two or more payees cancel within 30 days of departure, a modified negative stipend will be calculated and billable to the individual Teacher-Counselor. Contact **passports** Accounting Department for details.

**No-Airfare Teacher-Counselors:** Teacher-Counselors wishing to purchase their own airline ticket and travel on a "land only" basis will receive a check representing the amount of their unused airline ticket approximately one week prior to departure of the group. All other terms of "land only" participation apply as outlined in the 2012-2013 Terms and Conditions.

**Rooming:** All Teacher-Counselors are guaranteed one-half of a double room at no charge. Teacher-Counselor travel rates are based on double accommodations. **passports** will provide one free single room, per motorcoach/per gender. Single room arrangements made at the Teacher-Counselor's request are billable to the counselor in accordance with the rooming paragraph appearing in the standard 2012-2013 Terms and Conditions. Paying participants must pay the full double room supplement if sharing a double room with a Teacher-Counselor.

**Family and Faculty discount:** Family members of the main Teacher-Counselor, and faculty colleagues not already traveling as co-counselors (i.e. full-paying travelers) may travel at a discount of 20% off the Program Tuition if requested by the main Teacher-Counselor. Teacher-Counselors are not eligible to receive participant credit for persons taking advantage of the Family/Faculty Discount, and are strongly urged to limit the number of Family/Faculty discount spaces for this reason. Travelers who receive the discount count towards the total group size.

**Field Trips/Excursions/Travel Extensions:** Teacher-Counselors travel free on optional field trips or excursions and on any group travel extensions provided that six (6) or more participants have purchased these items. If fewer than six (6) payees participate, Teacher-Counselors must pay full price for any field trip, excursion or group travel extension. Pro-rated costs for numbers other than six (6) are not available; nor will cash sums or bonus points be paid if more than six (6) are enrolled on any field trip, excursion or group travel extension.

**Bonus Points:** Bonus points will be awarded to the main Teacher-Counselor with every application submitted (postmarked) with at least \$495 by March 15 of the academic year prior to the trip in quadruple value; by May 15 in quadruple value, by July 15 in double value, and by October 15 of the current academic year in single value. Bonus points may be used toward **passports** International Teacher Conventions generally held in one major European city during the annual Yuletide vacation period. Cash redemption may be received for bonus points upon written request. Bonus point value is ten US Dollars per bonus point. Once earned, bonus points cannot be cashed out until October 16 of the year earned. Teacher-Counselors with carry-over bonus points "on account" from previous years may use them toward the annual Teacher Convention on a space-available basis. If unused, bonus points expire six (6) years after they are earned. Certain competitive company bonus points may be transferable - contact **passports** for more information.

**Referral Rewards:** Refer a new Teacher-Counselor to **passports** and receive a Referral Bonus if that person travels with a group of six (6) or more on any 2012-2013 tour. Payment will be issued at the end of the calendar year after travel occurs, and is subject to review and approval by **passports**. See Referral Rewards Terms and Conditions online at [www.passports.com/new/refer.asp](http://www.passports.com/new/refer.asp). Referral Bonuses are not paid for one's own co-counselors or relatives. The offer does not apply to two main group organizers who have requested to travel together on the same tour and date, or for a "reverse referral" (i.e., a new Teacher-Counselor who contacts **passports** before their name has been given to the company by the original Teacher-Counselor).

**Experience Bonuses:** Teacher-Counselors who have group travel organizational experience with a recognized travel sponsor, and who report this experience in writing to **passports** on their Teacher-Counselor Application, will receive experience bonuses in accordance with the published Experience Bonus Chart provided that six (6) or more travelers are assigned to their credit. Contact **passports** for the names of recognized travel sponsors. NOTE: Experience bonuses are awarded according to the number of participants assigned to each individual Teacher-Counselor, and are only paid to persons having six (6) or more payees assigned. The main organizer does not receive the Experience Bonus based upon the total group size, but only on the number of participants assigned to himself/herself. For book-keeping purposes, repeat **passports** Teacher-Counselors are required to report their experience on their Teacher-Counselor Application upon enrollment for each tour regardless of their past history with the company.

**Travel Free with Five:** First-time main Teacher-Counselors with **passports** are eligible to travel free with only five (5) participants assigned, instead of the usual six (6). Special conditions apply. Contact **passports** for additional information.

**Review and Return of Monthly Status Reports:** **passports** provides monthly Group Status Reports electronically to main Teacher-Counselors. These reports must be reviewed and returned to the company electronically upon receipt. The main Teacher-Counselor acknowledges that these status reports, dealing as they do with the details and integrity of group travel arrangements, payment status of travelers, possible participant cancellations, last-minute additions to the group, and the possible withdrawal of co-counselors on whose behalf **passports** might otherwise purchase non-refundable land arrangements and air tickets, delineate areas of main-counselor responsibility which are of utmost importance.

**Travel Date Changes:** **passports** begins securing airline space for groups immediately upon the group's enrollment. Any travel date changes must be finalized by September 15, 2011 for 2012 tours (September 15, 2012 for 2013 tours). After September 15, date changes may not be possible, and/or an airline-imposed date-change fee may apply.

**Airline ticketing and flight schedules:** The group's airline tickets (or e-ticket receipts) and other travel documents are shipped to the main group organizer via FedEx approximately one week prior to departure. Tentative flight routings and schedules are generally available from **passports** approximately 30 days prior to departure, and are subject to change at the airlines' discretion, at any time. **passports** has no control over flight schedules and routings, and must abide by strict regulations set forth by the airline industry.

**Ticket Exchange or Name Change:** Due to the nature of **passports'** contractual agreements with the airlines, ticket exchanges and name changes are sometimes not possible. If available, a fee will apply.

**Special Ticketing Arrangements:** Teacher-Counselors may extend their return ticket in accordance with the standard 2012-2013 Terms and Conditions paragraph entitled "Delayed Return Flights and Travel Extensions." The initial processing fee is free for the main Teacher-Counselor only. Co-Teacher-Counselors are required to pay the fees as outlined on the Special Travel Arrangements Form sent to them by **passports**. Extra airfare and subsequent change fees will apply to all Teacher-Counselors. Main Teacher-Counselors taking advantage of separate flight arrangements must appoint another adult group member to escort any minor students traveling on the group flight routing. **passports** and/or the airlines are not responsible for providing assistance or escorts for students if Teacher-Counselors choose to travel separately from the group.

**Overbooking, flight delays, cancellations:** Airlines frequently "overbook" flights and ask for volunteers to give up their seats in exchange for compensation. Traveling student groups may be particularly vulnerable to a well-meaning airline agent who needs to free up some seats. Under no circumstances should any **passports** group ever allow themselves to be "bumped" or volunteer to give up their seats. If the group's outbound flight from the U.S. is delayed or cancelled due to weather, schedule or other delays, please note that **passports** is not automatically notified of this fact by the airlines. If a group's outbound flight is delayed by more than one hour, or cancelled altogether, Teacher-Counselors must contact **passports** at (508) 885-4600 to provide notification to the company. Teacher-Counselors are responsible for keeping the group together and must not leave the airport until alternate arrangements have been officially secured by the airline. Teacher-Counselors must work with airline representatives directly in order to rebook flight(s) (please note that **passports** does not normally have the ability to amend reservations when the group is already en route and at the airport). Once the group's flights have been successfully rebooked, Teacher-Counselors must contact **passports** so the company can notify its overseas offices of the new arrival time.

If a return flight delay results in a missed connection, Teacher-Counselors must consult with the ticketing agents at the international airport to rebook the group on another connecting flight. **passports** should only be contacted if the group requires the company to initiate the telephone chain for the group. In either of these cases, if the cause of delay or cancellation is due to a strike, mechanical reason, or other airline-imposed reasons (i.e. not weather) and the group is required to stay overnight, the airline is responsible for paying for a hotel and meals for the group. **passports** does not provide coverage for any expenses relating to airline rescheduling or delays either during or after the tour (see 2012-2013 Terms and Conditions section "What's not included?"). Trip delay coverage is available as part of **passports** TravelPak benefits package and underwritten by AIG. All group members are strongly urged to purchase the TravelPak benefits.

**Combined "home town" groups:** In the event that a group is combined with other home town groups from across the U.S., it is possible that group members may share rooms with members of another **passports** group. It is necessary that all Teacher-Counselors work harmoniously and cooperate fully with one another, and with the **passports** courier, to create a positive atmosphere for the entire bus group. People from diverse backgrounds and age groups may be combined together, and must respect each other at all times. Teacher-Counselors and couriers are urged to meet upon arrival overseas and reach an understanding as to how the group will conduct itself at the start of the tour.

**The passports courier:** The **passports** courier is a professional, experienced tour manager, and a crucial element of any traveling group. **passports** cannot guarantee the services of a specific courier for a given group, although the company will do its best to accommodate such requests based on courier availability. Teacher-Counselors agree to speak to their courier in private if any sensitive matters requiring consultation must occur while on tour. If a group is dissatisfied at any time with the courier assigned to them, the main Teacher-Counselor(s) should contact **passports** European offices to request a remedy. Replacement of a courier with another cannot be guaranteed, particularly during peak travel seasons, but **passports** will make every effort to accommodate a request for courier replacement. It is customary to tip the courier and long-distance motorcoach driver at the conclusion of the tour to signify satisfaction with their services. Couriers rely on tips as encouragement to continue to perform well for **passports'** groups. Contact **passports** for suggested tipping amounts. **passports** strongly recommends collecting courier and long-distance driver tip fees from group members in advance of the tour. These sums are then presented to the courier and driver on-the-spot, at the conclusion of the tour. **passports** European or U.S. headquarters will not accept tip payments from Teacher-Counselors or other travelers on behalf of the courier or driver, nor will **passports** "forward" any such payments to such individuals at the request of a customer. All tip payments must be paid directly to the courier and/or driver.

**Emergencies:** Teacher-Counselors and the courier share primary responsibility for handling emergencies involving any tour participants. Teacher-Counselors may be required to stay behind with a participant in an emergency situation while the remainder of the group continues with the tour. Minors must not be left without adult supervision under any circumstances. In the event of an emergency, the Teacher-Counselors and the **passports** courier should meet and determine the best course of action. The **passports** courier can contact **passports'** European and U.S. offices round-the-clock. In addition, travelers who purchase the TravelPak benefits package have access to AIG Assist at any time.