

TRIP DEFERMENT POLICY

This document extends, updates, and where applicable, supersedes the parent document entitled 2012-2013 **passports** Terms and Conditions (T&C), particularly as concerns the deferment of travel originally scheduled for the 2012 academic year.

DETAILS OF NEW POLICY

Eligibility: all travelers, *whether fully paid or not*, shall be eligible for trip deferment.

Original trip vs the deferred trip: the "original" trip, scheduled to depart after August 31, 2011, but no later than August 31, 2012, will be replaced with a touristically identical "deferred" trip, departing at some time later than the original trip, but no later than August 31, 2013.

Decision to defer: must be communicated to the company in writing (no telephone calls please) no later than 110 days before the departure of the original trip, and by the trip participant individually, by the parent/guardian of the trip participant, or by the sponsoring teacher-counselor.

Cost of the deferred trip: the mandatory fees (tuition and membership fee) to be charged for the deferred trip, assuming a departure date within the same "travel season" as the original trip, will be the same as charged for the original trip. Non-mandatory fees (*e.g.*, single or double room supplements, insurance coverage, optional field trips, new travel or airline fees, etc.) will be charged in accordance with currently published tariffs for 2013. If the deferred trip is to depart within a different "travel season" (see T&C), the tuition would be higher or lower in an amount inferable from current 2013 pricing charts.

Financial credits/debits applied to the deferred trip: all sums paid to the company up until the date of deferment shall be applied to the deferred trip (minus a \$225 Administrative Service fee), and the client notified by a refreshed statement of account showing the new travel information.

Resumption of convenience billing: clients will continue to receive monthly "convenience billing statements" which will feature the new, *lower* monthly payments required for payment in full of all mandatory charges before the applicable final payment deadline.

Final Payment Deadlines:

Jan 2, 2013 Balance due for departures Mar 1-Apr 30;

Mar 1, 2013 Balance due for departures May 1-May 31;

Apr 1, 2013 Balance due for departures Jun 1-Aug 31;

*For departures Sep 1 - Feb 28, final payment is due 110 days prior to departure.

Late payment tuition surcharges: policy identical to that governing the original tour. (See T&C)

Elective Cancellation/Withdrawal: Individuals may withdraw from the deferred tour at any time, but must do so in writing. **passports** suggests sending such letters by Certified Mail, Return Receipt Requested. Telephone cancellations will not be accepted. Cancellations by third parties shall have no validity.

Refunds: Refunds are based on date of withdrawal, and are identical with those of the original tour; namely:

160 days or more before departure: refund less \$300*
130-159 days before departure: refund less \$450*
110-129 days before departure: refund less \$600*
80-109 days before departure: refund less \$750*
30-79 days before departure: refund less \$900*
29 days or less before departure: no refund

*In addition, the \$95 Lifetime Membership Fee, airline penalties, insurance premiums, trip cancellation fees, a \$225 service fee and applicable late/reinstatement fees/special arrangement fees/optional excursions are non-refundable.

However, under no circumstances shall a cancellation of a deferred trip produce a refund greater than that which would have been due had the original trip been cancelled outright, and not deferred. (In other words, you can't temporarily "defer" a trip in order to increase the amount of an original cancellation refund.)

Reinstatement of the original trip: deferred participants may reinstate on the original trip at any time 90 days or more before its departure date, if space is available, with no reinstatement fee.

Non-availability of interim refunds: deferred participants are not eligible to receive any interim refund of sums paid in to date.

Substitutions in deferred trip: having deferred his/her original trip, a traveler may 90 days or more before departure provide a substitute participant, and receive a full refund of all sums paid in to date minus the \$95 Lifetime Membership Fee, and a \$100 service fee.

Deferral of the "deferred" trip: having deferred his/her original trip in "Year One," a traveler may in "Year Two" choose to defer his/her trip once again, to "Year Three," and again a year later to "Year Four," etc. However, repeated deferrals past Year Two are each subject to a \$225 service fee, and to any interim adjustments in published tuition fees.

Wartime emergency deferment of trip: if there is a formal or an effective declaration of war by the U.S. government, or in the event of a "code red alert," current travelers (entire groups only) may between 59 and 16 days before departure decide to *defer* their trips to a later date, instead of canceling them outright, *at an additional cost equal to the sum of any applicable airline and/or overseas increases/cancellation/rebooking fees, plus a service fee in the amount of \$225.* Upon notification by the group of its likely deferment enrollment figures and new departure date, this additional cost will be made more precise, reflecting then-current terms of the airlines/suppliers concerned. The earlier the date of notification to the company, the smaller it is likely to be. (In other words, don't wait until 16 days before your departure to make your

decision!) The additional cost will appear on the monthly convenience billing statements for the deferred trip. The deferred trip may be cancelled by the traveler at any time, for any or no reason. (See above.)

Contradictions and/or omissions: any points of policy insufficiently covered by this document, or relating to circumstances not currently envisioned, will be clarified by the company in response only to written requests, and in its sole discretion. No verbal modification shall have any validity. The "*applicable airline and/or overseas increases/cancellation/rebooking fees*" referenced by the preceding paragraph are at present subject to estimate only. "Block-booking" purchase arrangements make impossible the offer of individual, client-specific documentation of these fees.