



Averill Park High School

146 Gettle Road, Averill Park, NY 12018

Phone: (518) 674-7000

Fax: (518) 674- 7046

[www.averillpark.k12.ny.us](http://www.averillpark.k12.ny.us)

Dear Dr. Franchini and the Averill Park BOE;

We are excited to be contacting you with a new trip proposal for spring break of 2021. Our proposal is to lead a group of students on an Adriatic Odyssey with visits to Rome, Florence, Igoumenitsa, Delphi, and Athens. We are submitting the proposal 20 months in advance so that anyone who wants to go will have sufficient time to save, fundraise and prepare for the trip. We are thrilled to be able to offer our students another opportunity to move beyond the borders of Rensselaer County and join the global community in order to learn and grow through wonderful travel opportunities.

Thank you for considering our proposal.

Sincerely,

Amy Bailey

Beth Perry



## Contents of Folder

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## Proposed Trip:

### **‘Adriatic Odyssey’ – April, 2021**

1. The educational purpose of this trip is to expose our students to Italian culture, history and language in direct correlation with the New York State Art Learning Standards #3 and #4: Responding to and Analyzing works of art, Understanding the cultural dimensions and contributions of the arts. This also correlates with the New York State Science Learning Standards #4: Students will understand and recognize the historical development of ideas in science.
2. The beginning and ending dates of this trip will be during April break of 2021.
3. The general itinerary is attached (Appendix A).
4. The maximum number of student travelers will be 32.
5. This trip is an enrichment experience that will enhance all learning in and out of the formal classroom. As all students of science, art, and technology incorporate historical background into their studies, all students who have taken a high school science/art/technology class at any level are welcome to travel.
6. The cost to the students will be approximately \$3,600, which includes the optionals of Greek evening and Roman Catacombs plus the Global Travel Protection. In addition to the opportunity for long term planning and savings, there will be opportunities for fundraising through APHS and/or setting up donation sites (e.g. GoFundMe). Once enrolled, each traveler will have a donation site on EF’s website wherein funds can be contributed to that individual traveler’s account.
7. The group leaders will be Amy Bailey and Beth Perry; additional chaperones will be added as students sign up.
8. The travel agency is EF Educational Tours. Teachers travel free as compensation for recruiting travelers, organizing the trip, and “around the clock” supervision of their groups on the tour. One chaperone is allowed for every 6 paying travelers.
9. There will be one chaperone per 6 – 8 students. As EF allows 1 chaperone per 6 travelers, we feel it is prudent to align with this standard rather than the AP standard of 1 chaperone

for every 12-15 students. Given the 24/7 nature of chaperoning duties, the fact that we are abroad, and the possibility of losing a chaperone should one be required to stay/travel with one student in an emergent situation, it is safer to have a higher ratio of chaperones to travelers. As the trip takes place during spring recess and Averill Park is not paying for the additional chaperones, the additional supervision is a great benefit and should be welcome.

10. The EF Tour Company provides for student and chaperone liability. Travelers sign an agreement that they will not sue the group leaders, the school, or EF. Attached are the legal documents that surround an EF Educational Tour. As you'll see, many items are put in place to protect the group leaders, as well as the school, in the event of an issue on tour but also to protect against any legal altercations.
  1. GL Release – the contract signed by a Group Leader (Appendix B)
    - a. Please note that under the EF Agreement clause 2, EF promises to provide group leaders with general liability insurance to protect the leaders from being sued.
  2. Booking Conditions – the contract signed by all students and chaperones (Appendix C)
    - a. Please see page 12, clause 4 under which parents must agree not to sue you, your school, or the district for any incidents that may arise on tour.
  3. Certificate of Insurance (Appendix D) – because of the two documents above, this is rarely needed (our EF representative has never even seen it used once since working there) but just in case:
    - a. This certifies proof that EF will cover \$50 million worth of damages incurred as a result of tour.

Please see page 12 in EF's Booking Conditions (Appendix C)

([http://www.eftours.com/eliterature/bookingconditions\\_etus\\_18.pdf](http://www.eftours.com/eliterature/bookingconditions_etus_18.pdf)) under the Traveler's Release & Agreement on clause 4. It states: 4. I agree to release EF and my school, my school district, my school board, MTW, and my Group Leader (the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims, of any nature related in any manner to my participation in an EF-sponsored tour or a Service Learning Tour, including but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour or a Service Learning Tour. I further agree to release the Released Parties from any and all decisions to cancel, modify or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or MTW or which become necessary or advisable so as to increase the quality of the tour.

11. Health insurance is provided by individual travelers with extra coverage available through the travel company.
12. Fundraising to include, but not limited to, candy & bake sales, Little Caesar's Pizza Kits, restaurant fundraisers: i.e.: Moe's, Applebee's, etc.
13. No scholarship aid is available. We welcome anyone in positive standing with the school to join us. We exclude no one. We offer an extraordinary experience at a comparable low cost. We understand that, given the sum of money involved, people may want to join us but may have other priorities in where to invest their money.
14. As all funds / payments are sent directly to EF Tours, funds are directly sent back to each individual traveler in case of cancellation; the amount / percentage of refund payment dependent upon the date of cancellation.
15. The school will be used to advertise and conduct organizational/ fundraising meetings in preparation for the trip. We will use the school as a meeting point for departure as well as return from the trip. 'Building use' procedures will be followed as usual.
16. Cost to the school include minimal copying necessary for group preparation and communication, as well as a potential need for substitutes for chaperones depending on the flights we are given.
17. The company, EF Tours, keeps apprised of world conditions, and we, Amy Bailey and Beth Perry, will keep up to date as well through the Department of State website.

## **Sites we'll see:**

Rome

Vatican City

Sistine Chapel

St. Peter's Basilica

Roman Catacombs

Colosseum

Roman Forum

Florence

Piazza Della Signoria

Santa Maria del Fiore Cathedral: Duomo

Ponte Vecchio

Guided Tour of Florence

Night Ferry on the Adriatic Sea

Igoumenitsa

Meteora Monasteries

Delphi

Temple of Apollo

Delphi Museum

Athens

Greek Evening Cultural Event

Olympic Stadium

Temple of Olympian Zeus

Acropolis

View of Parthenon and Temple of Athena

Walking tour of Athens' Plaka District



## Points to consider

**-Does the board or district leadership have input into the content or planning of the trip?** Yes. We have chosen the tour that we believe will be the most educational and beneficial for our group. The BOE has the ability to select an alternate itinerary.

**-Are students subject to the district's code of conduct or rules and subject to Education Law 3214 for misbehavior during the trip?** Yes. One of the advantages of a school sponsored trip is that behavioral expectations are in place, clearly stated, understood by our travelers, and enforceable with consequences during and after the trip. Please refer to our "Rules and Regulations" form (Appendix E) which every student agrees to and signs in order to travel with our AP group. EF fully supports rules established by group leaders and their schools.

**-Is the content and planning of the trip related to the educational objectives of the district for that subject(s) or grade?** Yes. As this trip fulfills NYS learning objectives for art and science, it is also aligned with APCSD educational objectives.

### BOE Goal #1:

Students will graduate career and college ready

### BOE Goal #2:

Students will productively engage in their school community

**-Will the knowledge gained on the trip be utilized by the students in the classroom upon their return?**

Yes. In addition to the enhancement of their art and science studies, upon their return travelers will write an essay about their experiences to be published in the student newspaper as well as on the school website. They will also share their experience at a BOE meeting.

**-Is the trip an approved part of the educational program of the school?** As EF ("Education First") is the leading educational tour company, tours are designed to be an extension of what is learned in the classroom. As previously stated, since this trip fulfills NYS learning objectives for art and science, it is also aligned with APCSD approved educational objectives.

**- Does the trip occur during the regular school day and year?** This trip is planned over April break to maximize learning in and out of the classroom without disrupting the students' schedule or classroom instruction.

**- Is the trip recognized as appropriate for academic credit?** If they choose to do so, individual travelers can earn high school credit through EF's weShare program. Through this program, students develop an essential question to investigate on tour and create a post-tour project. Successful course completion will earn students 0.5 elective high school credits. After submitting their projects, students can email

education.department@ef.com for their transcripts.

([http://www.eftours.com/eliterature/credit\\_summary\\_etus\\_16.pdf](http://www.eftours.com/eliterature/credit_summary_etus_16.pdf)) -Is participation open to all students with a legitimate interest in that subject area? Yes. Participation is open to all students in good standing at APHS. Individual disciplinary history will be reviewed.

**- If students are unable to go, or choose not to go, will they be taught a parallel curriculum at the regular district location and will they receive the same academic credit?** Yes. If students are unable to travel, they will receive historical background and appreciation of art and science in their current classes.

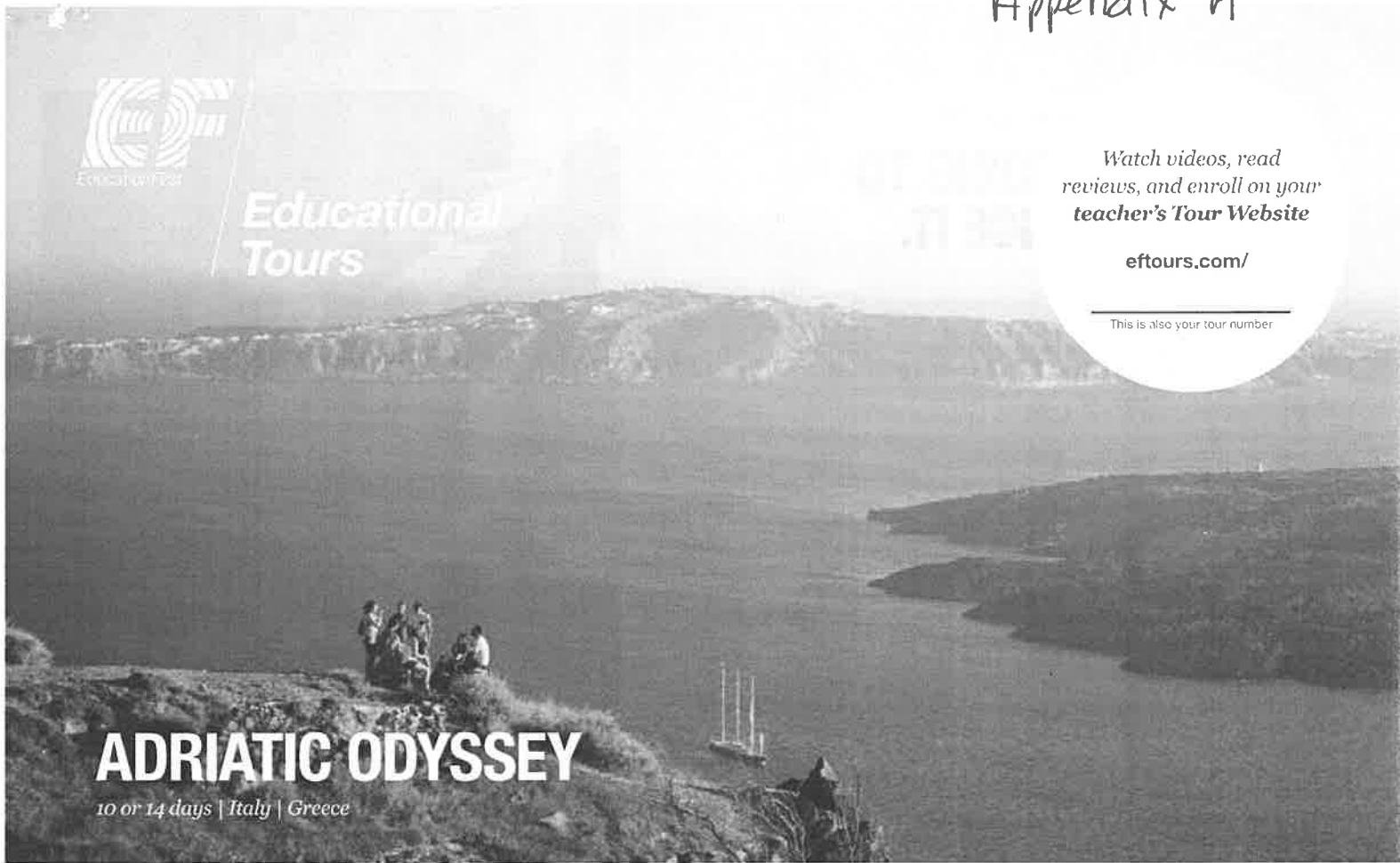
-If it is a legitimate school field trip, it is permissible to request that students pay for a portion of the field trip, though no student can be excluded due to an inability to pay. Thus, funds through the district or fundraising must be allocated to insure all students who are eligible to participate and who want to go can participate. Every student, if determined and dedicated to the cause, can participate as there are many opportunities to raise funds. Given the length of time to prepare, students have ample opportunity to raise the money necessary to travel. These trips are intentionally planned far in advance for this very reason. For instance, on our trip to Italy in April 2016, one of our students paid for her entire trip without assistance from her parents. She dedicated herself to earning money by performing odd jobs like yard work, babysitting, and dog walking as well as taking full advantage of all fundraising activities offered by us, her group leaders.

**‘Key Facts About International Programs’, according to Pepperdine University\*:**

- Students who travel/study abroad have higher graduation rates
  - are more likely to graduate on time,
  - find employment within one year of graduating college
- (according to a national survey 97% of students who travel/study abroad).

“Traveling/Studying abroad is certainly a positive resume fact and helps to build a well-rounded individual. Alumni state that travel/study abroad greatly impacted their lives in a variety of ways.”

\*From Pepperdine University Freshman entry brochure



Watch videos, read reviews, and enroll on your teacher's Tour Website

[eftours.com/](http://eftours.com/)







This is also your tour number

## ADRIATIC ODYSSEY

10 or 14 days | Italy | Greece

Do you like your temples well-preserved like the Pantheon or crumbling like the Parthenon? Italy and Greece practically own the early history of Western civilization, which becomes vividly clear as you walk through the ruins of the Roman Forum and the Acropolis in Athens. In Vatican City, crane your neck in awe inside St. Peter's Basilica and the Sistine Chapel. In Delphi, look deep into Greece's mythical past.

### YOUR EXPERIENCE INCLUDES:

-  **Full-time Tour Director**
-  **Sightseeing:** 6 sightseeing tours led by expert, licensed local guides; 1 walking tour
-  **Entrances:** Sistine Chapel; St. Peter's Basilica; Colosseum; Roman Forum; Meteora Monasteries; Delphi site; Delphi museum; Acropolis; Acropolis Museum; *with extension: Stavros Niarchos Foundation Cultural Center*
-  **weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.
-   **All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; night ferry; *3-day Greek island cruise with extension (3 cruise excursions included);* 7 overnight stays in hotels with private bathrooms; 1 night cabin accommodation *(4 with extension);* European breakfast and dinner daily *(3 meals daily during cruise extension)*



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

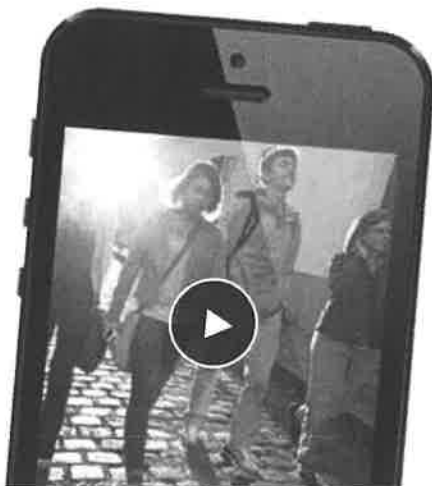
And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA TRAVELER



**CHECK OUT WHAT A TOUR IS ALL ABOUT**

Watch the videos at [eftours.com/](http://eftours.com/)

Your teacher's Tour Website

## What you'll experience on your tour

### Day 1: Fly overnight to Italy

#### Day 2: Rome

- Meet your Tour Director at the airport in Rome, a city that integrates its past into the present better than any other.

#### Day 3: Rome

- On your visit to the Vatican City, be sure to look out for the colorful uniforms of the Swiss Guard, protectors of the Vatican City.
- Marvel at Michelangelo's breathtaking ceiling on your visit to the Sistine Chapel.
- Visit St. Peter's Basilica.
- Time to see more of Rome or
  - ☛ visit the Catacombs.

#### Day 4: Rome

- Take an expert-led tour of Rome
- Visit the world's most famous arena, the Colosseum, where you can almost hear the stamping feet of the crowds gathered for gladiatorial combat.
- Visit the Roman Forum, the former heart of the Roman Empire where Julius Caesar gave many of his great political speeches.
- Continue on to Florence.

#### Day 5: Florence

- Welcome to Florence, the birthplace of the Italian language and opera. Florence was the epicenter of the Renaissance movement from the 14th to 16th century, and is the former home of artists like Michelangelo and Botticelli.
- Take an expert-led tour of Florence.

#### Day 6: Night ferry | Igoumenitsa

- Transfer to Ancona, a bustling port town. From here you'll take an overnight ferry to Igoumenitsa, the capital and largest city of northwestern Greece.

#### Day 7: Igoumenitsa | Meteora Region

- Arrive in Igoumenitsa before continuing on to the Meteora Region. The Meteora, a UNESCO World Heritage Site whose name literally translates to "middle of the sky," is a stunning formation of natural rock pillars and hills that climb their way into the sky.
- Take an expert-led tour of the Meteora Monasteries, which are located atop the different natural pillars. Set high in the sky, the location feels almost magical, and provides breathtaking views. It was settled during the 11th Century by monks, and attracted not only the deeply religious, but also ancient Greek philosophers, poets, and painters.

#### Day 8: Delphi | Athens

- Take an expert-led tour of Delphi: Temple of Apollo.
- Visit the Delphi Museum.
- Continue on to Athens and discover the ancient city named for Athena, goddess of war and wisdom.
- Enjoy a free evening or
  - ☛ attend a Greek evening.

#### Day 9: Athens

- Snap a picture of the Presidential Guard in traditional costume on your expertly guided tour of the city. From here, pass the stadium that hosted the first modern Olympics in 1896. You'll also have the chance to see the Temple of Olympian Zeus, built in 515 B.C. to honor the most powerful of all Greek gods.
- Visit the Acropolis to view the Parthenon, perhaps the world's greatest architectural feat. See the Temple of Athena Nike, which once housed a gold statue of the goddess, her wings clipped to prevent her from deserting the city.
- Visit the Acropolis Museum.
- Take a walking tour of Athens: Plaka District.

#### Day 10: Depart for home

#### ☛ 3-DAY TOUR EXTENSION

##### Day 10: Mykonos island

- Enjoy free time to explore the island's Old Town.

##### Day 11: Samos island | Patmos island

- Included excursion to Samos island features beaches and archaeological sites
- Enjoy free time to explore Patmos.

##### Day 12: Crete island | Santorini island

- Included excursion to the Palace of Knossos
- Included excursion to Oia Village in Santorini

##### Day 13: Athens

- After disembarking the ship, visit the Stavros Niarchos Foundation Cultural Center.
- Continue to Athens.
- Enjoy free time to explore the city or relax on the beach.

#### Day 14: Depart for home



*I will never forget this trip to Italy and Greece one of the greatest experiences of my life! #eftours #parthenon #Acropolis #Greece*

– KASEY, TRAVELER



Via Instagram

*Just returned from a tour in Greece. Could not have chosen better tour guides if I had hand picked them myself. Iris was GREAT! All the guides were extremely knowledgeable and informative. Not to mention the care that they took to ensure our safety and satisfaction! Great Job EF! Thank you again Iris, for an unforgettable trip of a lifetime!*

– SUE, GROUP LEADER



Via Facebook

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

— The easiest ways to —  
**ENROLL TODAY**



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800-665-5364



**Enroll by mail**  
EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141

*Our child came home a citizen of a global community with a greater understanding of their part in the world. Now, they understand that there is so much more out there than our everyday.*

—CHARLOTTE, DAUGHTER TRAVELED JUNE 2015



## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices, guaranteed so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 500 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.





# Appendix B

## Educational Tours

### GROUP LEADER RELEASE

I am over the age of 21 and acknowledge and understand that my tour is operated outside of the U.S. by EF Education First International, Ltd., Switzerland. EF Institute for Cultural Exchange, Inc. is a marketing service provider for that company. If I am participating in a Service Learning Tour I acknowledge and understand that a portion of my tour may be operated by Me to We Trips, Ltd., a Canadian entity in collaboration with Free The Children.

I understand that EF Education First International, Ltd., EF Institute for Cultural Exchange, Inc. and their affiliates, along with their officers, directors, employees, agents, and representatives (collectively, "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels, arrangements for or ownership or control over houses, apartments or other lodging facilities, tour directors, airline, vessel, bus or other transportation companies, local ground operators, visa processing services, providers or organizers of optional excursions, food service or entertainment providers, etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees of or employed by EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.

Without limitation, I understand that EF and/or Me to We Trips Ltd., in collaboration with Free The Children and its affiliated companies, partners, any companies acting on its behalf, each of their directors, officers, employees, volunteers, sponsors, independent contractors, agents and authorized representatives (together referred to as "MTW") are not responsible for any injury, loss, or damage to person or property, death, delay, tour modification or cancellation or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God, force majeure, acts of government, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities, criminal, terrorist or threatened terrorist activities of any kind, overbooking or downgrading of accommodations, structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein), mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely, dangers associated with or bites from animals, insects or pests, sanitation problems, food poisoning, epidemics or the threat thereof, disease, lack of access to or quality of medical care, difficulty in evacuation in case of a medical or other emergency, or any negligent or willful act or failure to act of any third party, or for any other cause beyond the direct control of EF or MTW.

I agree to release EF, my school, my school district and my school board and/or university system, my Tour Director and MTW (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims, of any nature related in any manner to my participation in an EF sponsored tour or Service Learning Tour, including but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, or wrongful death or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour. I understand that travel in other nations is not similar to travel within the United States. Travel outside the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (for example: road maintenance, transportation delays and accommodation condition), civil unrest, vandalism, crime, political instability and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in participant's home country. I understand that a Service Learning Tour is a physically demanding excursion in a developing country and I knowingly assume the risks of such an excursion. I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the program and to release the Released Parties on behalf of myself, along with my personal representatives, executors, heirs, and family, from any and all liabilities to the maximum extent permitted by law.

If I become ill or incapacitated, EF or MTW may take any action they deem necessary for my safety and well-being, including securing medical treatment (at my own expense) and transporting me home (at my own expense). These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF or MTW will attempt to cause appropriate treatment to be administered and I authorize EF or MTW to do so. EF or MTW, however, makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.

### GROUP LEADER AGREEMENT

I hereby agree to the following:

- I have read and agreed to EF's Booking Conditions and will ensure that my travelers and their parents have also read and agreed to EF's Booking Conditions, Release and Agreement, and Rules of the Road (including Me to We's Rules of the Road if applicable) and fully understand EF's payment plans and cancellation policy.
- I shall be the liaison between my travelers and EF. As such, I agree to read all written materials and relay all relevant information to my travelers.
- I shall perform the duties of Group Leader as outlined in the Teacher's Handbook.
- I understand and acknowledge that I am responsible for the safety, discipline and supervision of the travelers in my group and ensuring that they adhere to the EF regulations listed in the Teacher's Handbooks, Tour Handbook and Safety Handbook. I understand that this is a supervised program and that group standards

must be observed. It is my responsibility to take disciplinary action should there be any infractions of these rules or other behavior that warrants such disciplinary action. These responsibilities cannot be passed on to the Tour Director. In the event my group must be split for any activity, I shall designate a responsible adult traveler to supervise the students I cannot accompany.

- I shall obtain approval from EF before engaging a supplier to provide an activity not included in the itinerary.
- I shall stay behind with a traveler in case of illness, accident, lost passport, etc. while a responsible adult stays with the rest of the group.
- I understand that should I decide to cancel my participation in the tour and I am unable to find a replacement Group Leader, standard cancellation fees will be applied to my travelers' accounts.
- I understand that should my group size exceed one bus (as per max bus size in destination) I shall assign an adult traveler as lead chaperone for the second bus. Additionally, I need to inform the travelers' parents who this lead chaperone is. This chaperone will need to sign a release and agreement acknowledging their responsibilities.
- I understand that in the event that I am unable to recruit enough paying travelers to meet the free place ratio, I will be responsible for paying a discounted program price no later than 14 days prior to departure.
- I understand that if my annual earnings from EF (e.g. stipend, referral incentive) is \$600 or more, it is subject to taxes and a 1099 Form will be mailed in late January. I will provide EF with my Social Security number to process the payment.
- I shall confirm that my travelers have valid passports and meet all entry requirements for the destinations of the tour. I will explain to my travelers that EF is not responsible for cancellations due to lack of passport or visa, and standard cancellation policies will apply.
- I understand that if traveling on a Service Learning Tour operated by Me to We Trips Ltd., I need to verify that all my travelers have relevant traveler's insurance.
- I understand that if traveling to Cuba I will ensure that the full-time schedule of educational exchange activities as per the people-to-people itinerary is upheld.
- I agree that EF shall have the right, at its discretion, to terminate my services as Group Leader for actions or conduct which EF considers to be detrimental or incompatible with the safety, comfort or welfare of the tour as a whole.
- I acknowledge that the Group Leader Release and Agreement shall be governed by the substantive laws of the Commonwealth of Massachusetts. Any claim, dispute or proceeding arising out of my relationship with EF or MTW, or any claim which arises between the Parties, whether or not related to this agreement, shall be resolved solely in courts of the Commonwealth of Massachusetts and/or the United States District Court for the District of Massachusetts.
- I consent to EF and/or MTW using any photographic, film, digital, or video likeness taken of me, any of my comments while on an EF tour, any project work (including but not limited to online learning programs offered by EF), and any of my photographic, film, digital, or video content shared by me with EF through any format for future publicity or marketing without compensation to me and also may use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at [eftours.com/legal-notices](http://eftours.com/legal-notices) and I consent to EF's processing of my personal data as described in EF's Booking Conditions. Additionally, I understand that EF may share my email with the consolidated Group Leaders of my tour.

### EF agrees to do the following provided the Group Leader carries out the previously listed obligations:

- To provide the educational tour as agreed and subject to the Booking Conditions.
- To maintain commercial general liability insurance for the Group Leader, school and/or school district (if applicable) as Additional Insureds, which provides coverage with respect to any covered claims related to the tour. EF also agrees to obtain a release from the traveler(s) and/ or the travelers' parents related to such potential claims.

**I confirm that I have fully read, understand, and agree to be bound by this Release & Agreement, and that it applies to any EF travel associated with this tour, including, but not limited to, Free International Training Tours.**

Group Leader signature \_\_\_\_\_

Group Leader printed name \_\_\_\_\_

Account number \_\_\_\_\_

Tour number/date \_\_\_\_\_

Date \_\_\_\_\_





## General Terms and Conditions

These Booking Conditions are valid for all EF tours departing after October 1, 2019, and are subject to change with or without notice. The most current Booking Conditions at the time of your departure will apply, which are available at [eftours.com/bc](http://eftours.com/bc). All tours are operated outside of the U.S. by EF Education First International, Ltd., Switzerland. EF Institute for Cultural Exchange Inc. is a marketing service provider for that company and is referred herein together with EF Education First International, Ltd. as "EF."

### WHAT'S INCLUDED IN THE PROGRAM PRICE?

- \$95 non-refundable deposit
- Round-trip airfare
- Accommodations in hotels with private bathrooms
- A Tour Director available 24 hours a day from when you arrive until you depart
- Breakfast and dinner daily in Europe. (For non-European destinations different meal plans may apply.)
- Sightseeing tours and excursions led by licensed local guides as specified
- Airport transfers and transportation between destination cities
- Transportation to all included activities
- Entrance fees and theater tickets as specified
- EF walking tours and Tour Director-led sightseeing as specified
- Cruises, trains, or ferries as specified
- Adult supplement (if applicable)
- Weekend supplement (\$35 fee for any flight departing Friday, Saturday, or Sunday in either direction, if applicable)
- Support from EF representatives abroad
- 24-hour worldwide emergency service
- EF backpack and luggage tag for each tour

The above apply to all tours unless otherwise noted on the tour itinerary. If we ever fail to provide you with any of the above, we will refund you its value upon your return from the tour.

### What does the non-refundable deposit include?

All travelers must pay the non-refundable, non-transferable \$95 deposit upon enrollment in order for the enrollment to be complete. After travel is completed on the first tour, repeat travelers will receive a \$100 repeat traveler discount off of future tours.\* (EF Explore America repeat travelers will receive a \$50 repeat traveler discount off of future EF tours.) The \$95 non-refundable deposit includes:

- EF's standard cancellation policy and Peace of Mind program as described on p. 18
- Processing services by EF staff
- Eligibility for discounts on other EF programs

\*Repeat travelers are paying travelers who traveled beginning in 2003. Travelers who cancel their tour prior to traveling are not eligible for a repeat traveler discount. The repeat traveler discount is non-refundable and non-transferable.

### WHAT'S NOT INCLUDED IN THE PRICE?

- Rooming supplement (if applicable)
- Optional excursions (except where indicated)
- Global Travel Protection plan (except where indicated)
- Beverages and lunches (except where indicated)
- Transportation to free-time activities
- Customary gratuities (for your Tour Director, bus drivers, and local guides)
- Portage
- Any applicable baggage-handling fees imposed by the airlines (see [eftours.com/baggage](http://eftours.com/baggage) for complete details)
- Expenses caused by airline rescheduling, cancellations, or delays caused by the airlines, bad weather, or events beyond EF's control (see next page for details)
- Passport, visa, and reciprocity fees

### GROUP TRAVEL

#### How does group travel work?

We believe that all students should have the opportunity to travel, which means we do everything we can to keep our program prices the lowest in the industry without

sacrificing quality. One of the ways we do that is by combining groups to fill a tour bus so that all travelers help cover the costs of the bus, the Tour Director, local guides, etc. Consolidating groups also allows travelers to meet students from other schools, although groups may not be of the same age level.

Therefore, in order for everyone to travel for the lowest price possible, group travel requires some flexibility. Each group submits its preferred tour choices and travel dates, and then we book all of the groups with the same requested tours on one specific departure date. Because EF is the largest student travel provider, it's rare that groups do not travel on their first-choice tour. However, on occasion, we may need to book your group on a second-choice tour. If we fail to offer a comparable tour, travelers may opt to receive a full refund. EF strives to keep departure dates within two days of the requested date for tours departing October through April and within four days of the requested date for tours departing May through September. Your final tour itinerary and travel dates will be confirmed approximately two months prior to departure.

### Anything else I need to know about my itinerary?

Based on your travel dates, there may be times when it becomes necessary to modify your itinerary. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country, or using an alternate airport. On certain days, especially holidays, some tour inclusions may be unavailable. In such cases, we will substitute different inclusions or provide a refund after the tour. Tours are designed for students, as reflected in the pacing, accommodations, and other aspects of the tour.

### PRIVATE GROUPS

#### What if my group wants to travel on our own without being consolidated?

If you want the privacy of your own tour bus and Tour Director, you can choose to travel as a private group. This option is available for an additional fee, which varies based on the final number of paying travelers. If your group fills a standard-size tour bus, the private group option is free. The itinerary may not be modified while on tour (i.e. you do not have the tour bus at your disposal); however you are able to make certain tour modifications prior to the tour departure. Although your base itinerary will include only your group, you may be consolidated with others during optional excursions. Also, due to flight and hotel availability, we require the same departure date flexibility as described above. Please let EF know prior to your first enrollment if you would like to be a private group.

#### What if my group is traveling on a customized tour?

If your group is traveling on a customized tour, you will automatically be traveling as a private group. The tour price for your customized tour can fluctuate based on the group size and will be finalized based on the number of paying travelers at the time of departure.

### ENROLLMENT

All Enrollment Forms must be received at EF by at least 110 days prior to departure. Travelers should provide complete first, middle, and last names, and dates of birth as they appear (or will appear) on their passports.

#### What is the cost of a name correction?

Any corrections to match passport names made after 110 days prior to departure require that we change the flight reservation, resulting in a minimum fee of \$200 per airline up to the cost of a new published fare ticket. This may also result in a different flight itinerary from the entire group. Travelers who have not yet applied for a passport should provide their full name and date of birth as they appear on their birth certificate.

#### How do travelers enroll?

Enrollment Forms and payment can be submitted to EF in any of the following ways:

- Online: [eftours.com/enroll](http://eftours.com/enroll)
- Phone: 800-665-5364
- Mail:
  - EF Educational Tours
  - EF Center Boston
  - Two Education Circle
  - Cambridge, MA 02141
- Fax: 800-318-3732

For your convenience, travelers are automatically enrolled in paperless billing. Travelers who prefer to receive invoices by mail may request this by logging into account at [eftours.com](http://eftours.com) or by calling 800-665-5364.

#### Can a traveler enroll on a waitlist if the tour is full?

Upon the discretion of the Group Leader, a waitlist may be offered for full tours. The \$95 non-refundable deposit is required for waitlist enrollments. If space becomes available on the tour and the applicant chooses to enroll, EF's payment plan and cancellation policies apply immediately. If space is not available by 14 days prior to departure or if the applicant cancels from the waitlist, the \$95 deposit will be refunded.

#### Can children under 11 go on tour?

We do not allow children under the age of 6 to travel with us. Travelers ages 6-10 must have an adult chaperone other than the Group Leader and will have to room with that chaperone. Travelers may choose to stay in a family room (a room with two twin beds and a cot) or in a twin (a room with two beds). Applicable fees will apply.

#### Can adults go on tour?

EF's published program prices are based on student rates for transportation, admissions, accommodations, etc. We welcome adults (those age 20 and older, including those who will turn 20 while on tour) but have to charge a per-person flat fee supplement of \$100 plus \$50 per night of the tour to cover the difference between student and adult rates. Adults will pay an additional \$40 per night for the sea portion of their tour on overnight ferries and cruises, where applicable. Please see next page for information on adult rooming. Groups comprised of a majority of adults must select the private group option. All adult travelers will be required to complete a background check through a third party company prior to traveling. EF reserves the right to cancel any traveler if, in EF's sole discretion, it determines the results pose a risk to the group's safety or wellbeing.

### LATE ENROLLMENTS

#### Can a traveler enroll after 110 days prior to departure?

Yes. If a traveler enrolls 109 days or fewer prior to departure, they are considered a late enrollment. Full payment is needed at the time of enrollment, including a non-refundable \$145 late enrollment fee. Payment methods accepted: ATM/debit/credit card (must display the Visa or MasterCard logo). The traveler will be placed on a waiting list while we check bus, flight, and hotel availability. We may also offer the option of arranging your own flight and buying the land-only portion of the tour.

If we are unable to place the traveler on a tour or offer an alternate flight to meet up with the tour, the traveler may cancel their enrollment request and will receive a full refund.

### PASSPORTS AND VISAS

#### Who is responsible for getting travelers' passports, visas, and other travel documents?

Each traveler must obtain a passport and any applicable visas or other travel documents prior to departure. For certain tours, we will need passport information by 110 days prior to departure. If a traveler is unable to obtain these travel documents, our standard cancellation policy will apply (see first column on p. 18). Please be sure that passports are valid for at least six months after the tour ends. Visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov) for further information. Non-U.S. citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Remember to check the itinerary carefully for all countries that will be visited (including countries visited in transit).

### GLOBAL TRAVEL PROTECTION

#### Can I protect my investment?

Travelers can help protect their investment from the unexpected with the offered Global Travel Protection plan. Designed specifically with EF travelers in mind, this plan provides coverage for travelers, including pre-departure trip cancellation protection as well as medical expense coverage during their tour (among several post-departure coverages). Additionally, if you are traveling on

a Service Learning Tour operated by Me to We Trips, you are required to have traveler's insurance. If purchased, the Global Travel Protection plan includes travel insurance coverages that will satisfy this requirement. Additional information, prepared by Specialty Insurance Solutions (SIS), is available at: <http://sis-inc.biz/efeducationaltours>. The Global Travel Protection plan becomes non-refundable after any of the following occur: when you depart on your tour, when you file a claim, or 10 days after receipt.

### FLIGHT INFORMATION

#### Which airlines are used by EF?

EF reserves seats with major airlines, including Aer Lingus, Air Canada, Air France, Air New Zealand, Alitalia, American, British Airways, Copa Airlines, Delta, Iberia, Icelandair, KLM, Lan Airlines, Lufthansa, Qantas, South African Airways, Swiss, United, Virgin Atlantic Airways, and other U.S. and international carriers. Our contracts do not allow upgrades, stopovers, or the accrual of frequent flier miles.

#### What will my flights be like?

We always do our best to provide the most direct route to your destination city. However, due to available flight routings, we cannot guarantee non-stop or direct flights. Sometimes, groups may travel on an overnight red-eye flight, departing the evening before the tour is scheduled to begin. In rare cases, groups may have a domestic and/or international overnight, layover, and/or bus transfer. Based on seat availability and the size of the plane, we may not be able to accommodate all members of a group on the same flight, in which case the Group Leader will determine on which flight itinerary each traveler will travel. In such instances that a traveler is not satisfied with their flight assignment, standard cancellation fees apply. We are not able to pre-assign seating. Seat assignments will be provided upon check-in. Depending on your group's size, travelers may or may not sit together. Some countries may require aircraft insecticide treatment for inbound foreign flights. A list of such countries is available at [eftours.com/insecticide](http://eftours.com/insecticide).

#### Do I have to travel on all legs of my flight itinerary?

You must travel on all legs of your itinerary. If you do not travel on a portion of your flights, the remaining portions will be cancelled. You will be responsible for purchasing a new ticket as well as for any service fees charged by the airlines.

#### What happens if my flight is delayed?

EF is not responsible for airline schedule changes or mechanical, weather, or capacity-related flight delays; however, visit [eftours.com/protection](http://eftours.com/protection) for benefits offered in the Global Travel Protection plan.

#### Are any airports interchangeable?

Flights to and from the following destinations may originate/end at any of the airports in that vicinity. On occasion, the tour may return to a different airport than the one you departed from.

- Chicago: O'Hare or Midway
- Houston: George Bush Intercontinental or Hobby
- Miami: Fort Lauderdale or Miami
- New York: LaGuardia, JFK, or Newark
- Washington, D.C./Baltimore: BWI, Dulles, or Ronald Reagan National
- Ireland: Cork or Shannon
- Italy: Milan or Venice
- Scotland: Edinburgh or Glasgow

#### Are there flight restrictions for travelers under 18?

Anyone younger than 18 years old traveling apart from the group without an adult companion must contact each airline on the minor's itinerary and may need to register as an unaccompanied minor per the airlines' policies. Any resulting fees will be assessed by the airlines and are the responsibility of the traveler. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour.

### SPECIAL TRAVEL REQUESTS

EF is happy to provide stay-ahead/stay-behind options, alternate departure airports, and land-only tours for individual travelers or the whole group. If you have requested special travel arrangements, EF cannot guarantee that you will fly with your group in either direction.

**What if the whole group wants to do a stay-ahead or stay-behind?**

Where possible, EF will provide altered flight and/or land arrangements for a group of at least six paying travelers plus the Group Leader. Each traveler will have to pay any additional air and/or land costs. The Group Leader should submit one request for the whole group, which needs to be received prior to the first enrollment.

**What if only one traveler has a special travel request?**

Individual special travel requests should be submitted online at [eftours.com](http://eftours.com) by 110 days prior to departure. Please keep in mind that you should not make any actual arrangements—such as booking a flight or hotel—until final tour itinerary and departure date have been finalized (around 60 days prior to departure). A \$150 service fee plus any additional air and/or land costs will be charged.

**What are the types of individual special travel requests?**

- Individual stay-ahead/stay-behind option: Where possible, EF will provide altered flight arrangements, according to a traveler's request. Travelers are responsible for making their own arrangements to and from the hotel or airport as well as all land arrangements pertaining to their individual itinerary.
- Alternate departure airports: Program prices are based on group departures. If an individual chooses to fly out of a different airport than the group, the program price of the alternate airport will apply. Travelers must depart from and return to the same domestic airport.
- Land-only tours: On certain tours, travelers have the option to make their own flight arrangements and join the tour at the first hotel on the itinerary. Travelers are responsible for making their own arrangements to and from the hotel or airport. In this case, the program price will be reduced depending on the length and destination of the tour. EF is not responsible for any travel-related delays or inconveniences for land-only travelers. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour.

**OPTIONAL EXCURSIONS****What are optional excursions?**

EF offers these activities in addition to what is already included on the itinerary. Some Group Leaders choose to add optional excursions to all traveler accounts.

**When should I purchase optional excursions?**

To secure a discounted price, most optional excursions need to be purchased by 50 days prior to departure (70 days for Versailles). Some optional excursions may be purchased on tour, though at an increased price.

**Are optional excursions refundable?**

If EF cancels an optional excursion (due to low enrollment, for example), travelers will receive a full refund for the optional excursion after returning home from tour. To receive a refund for an optional excursion that you simply no longer wish to be enrolled in, you must let us know by 50 days prior to departure or no refund will be given.

**ROOMING**

EF handles final rooming assignments for all travelers. Please ensure that all rooming requests are submitted by 110 days prior to departure.

**How are students roomed?**

Students will room in triples or quads with others of the same sex from the entire tour group. This means that students from different schools may room together. EF uses hotels with rooms that contain two double beds (beds for two people). Two students are expected to share each bed.

**Can students request a twin room?**

Students may request twin accommodations (a hotel room with two single beds) by submitting the name of their roommate. The following additional fees will apply:

- \$50 per hotel night per student
  - \$90 per ferry or cruise night per student
- (Please note: Twin accommodations are not available on overnight trains.)

**How are adults roomed?**

Adults are placed in twin accommodations (a hotel room with two single beds) with another adult of the same sex from the entire tour group, unless the name of a roommate has been provided. This will mean that adults from different schools/organizations may room together.

**Can adults request a room with a double bed?**

Adults can request double-bed accommodations (a room with one bed for two people) by providing EF with the name of their roommate by 110 days prior to departure.

**Can adults request a single room?**

Adults can request a single room for an additional \$40 per hotel, cruise, or ferry night. This fee is in addition to the standard adult supplement fees covered on the previous page. Single rooms are not available on overnight trains.

**What are the sleeping arrangements on trains?**

Overnight trains provide couchette sleeping berths or sossels (recliners). The couchettes contain up to six fold-out beds that come down from the wall; on rare occasions, these compartments may not be exclusive to EF travelers and may be mixed gender. Single rooms and private bathrooms are not available on overnight trains.

**MISCELLANEOUS****When does the tour officially start and end?**

Each tour begins with the take-off from the departure airport and ends when the flight lands at the return airport. For those making their own flight arrangements, the tour begins upon arrival at the first EF hotel and ends upon departure from the last EF hotel, according to the itinerary. The official length of an EF tour does not include stay-ahead, stay-behind, or any optional periods or activities when travelers are not escorted by a Tour Director.

**What happens if EF has to cancel or modify a tour?**

EF retains the right to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond EF's reasonable control, including but not limited to, acts of God, war (whether declared or undeclared), terrorist activities or threats of terrorists activities, instability in a destination country, incidents of violence, public health issues or quarantine or threats of public health issues, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions, or any other reason that makes it impossible or commercially unreasonable in the sole opinion of EF to conduct the tour as originally contracted. If EF cancels the tour for any such reason, travelers will receive an EF future travel voucher for all monies paid, less the \$95 non-refundable deposit and any additional non-refundable fees. Cancellation by EF for causes described in this section shall not be a violation of its obligations to any traveler.

**What if a refund is due?**

Refunds for overpayments will be issued upon written request and after the most recent payment has been in the traveler's account for 21 days. Refunds will be issued in the name that appears on the traveler's account. All refund checks are mailed 4-6 weeks after the request has been processed. There will be a non-refundable \$35 stop-payment fee for lost refund checks.

**What about lost belongings?**

EF is not responsible for loss of passports, airline tickets, or other documents, or for loss of or damage to luggage or any other passenger belongings. In the case of lost travel documents, the traveler is solely responsible for meeting the airline's requirements (both logistical and financial) for ticket replacement.

**What about travelers with food allergies?**

EF recognizes that some travelers may have severe food allergies. We will do our best to ensure that our suppliers are informed of the situation, but we cannot guarantee that all requests will be accommodated. Travelers are responsible for making their own arrangements for all in-flight meals.

**What items are prohibited from tour?**

For the safety and wellbeing of all travelers, no firearms or any other weapons are permitted on tour except as required by law.

### What if my tour dates do not fall in the range covered by these Booking Conditions?

Visit [eftours.com/bc](http://eftours.com/bc) for the most recent version of the latest travel year's Booking Conditions. The most current Booking Conditions will apply.

### PERSONAL DATA

EF will process your personal data in compliance with applicable data protection legislation for the purposes of completing your enrollment, customer service, the purchase of an offered travel protection plan, and providing you with the products and services related to your tour. This may entail sharing your personal data with corporate affiliates, claims handlers, insurance providers, and other business partners both within and outside the U.S., including to and within the EEA/Switzerland. We have put appropriate safeguards in place for such transfers of your personal data, including the standard data protection clauses adopted by the European Commission. EF may also use your personal data, combined with data from third parties, to market products and services based on your interests, including by email and SMS/text. You may contact EF at any time to unsubscribe from any direct marketing purposes.

We will only keep your personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation or for the establishment, exercise or defense of legal claims. We will keep your personal data for marketing purposes until you withdraw your consent.

If you have questions about the processing or use of your personal data, would like to have a copy of the information EF holds about you, or have inaccurate personal data corrected or erased, please contact customer service at 800-665-5364.

### PROTECTION FOR TRAVELERS' PAYMENTS

Traveler's tour money is protected in the unlikely event of EF bankruptcy, insolvency, or cessation of business under our participation in the United States Tour Operators Association (USTOA) \$1 Million Travelers Assistance Program. For program details and a list of its affiliates, contact USTOA by mail at 275 Madison Avenue, Suite 2014, NY, NY 10016, by email at [information@ustoa.com](mailto:information@ustoa.com), or online at [USTOA.com](http://USTOA.com).

### TERMS AND PROVISIONS

The terms and provisions of these Booking Conditions supersede any other warranties, representations, terms, or conditions, unless they are expressly stated within a Booking Conditions Addendum or in a letter signed by an EF officer. While EF makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices).

The tour operator for your trip is EF Education First International, Ltd., Haldenstrasse 4, CH-6006, Lucerne, Switzerland, organization number CHE-109.874.655, VAT number CHE-116.325.678 MWST. EF Institute for Cultural Exchange, Inc. is an affiliate of EF Education First International, Ltd. and acts only as a marketing services provider for that company. EF Institute for Cultural Exchange Inc. is not an agent of EF Education First International, Ltd. and does not provide any goods or services for your trip. The services provided are tax-exempt with credit in accordance with Swiss Federal Law with regard to VAT Article #23.

## Payment Plan Terms and Conditions

Should you choose the Automatic Payment Plan or Manual Payment Plan, the following Terms and Conditions apply.

### AUTOMATIC PAYMENT PLAN

- Travelers must select a payment method of either direct debit from a checking account or an ATM/debit card (card must display the Visa or MasterCard logo).
- EF must have the checking account or card holder signature on the Enrollment Form, electronic signature, or verbal authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three months of automated payments are required. Travelers who are not eligible for the Automatic Payment Plan must pay in full upon enrollment or enroll in the Manual Payment Plan.

- Travelers must provide a valid email address and pay the tour's \$95 non-refundable deposit before the plan is activated.
- Travelers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travelers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- Due to weekends and holidays, EF reserves the right to debit the travelers' account up to three days after the scheduled date.
- The Automatic Payment Plan amounts are subject to change if tour items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20. All other items or payments totaling \$20 or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined. In these cases, the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travelers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travelers will automatically be withdrawn from the plan.
- Travelers are not charged late fees while enrolled in the Automatic Payment Plan. If the traveler opts to withdraw from the plan or is withdrawn by EF, the traveler will be enrolled in the Manual Payment Plan, and the \$50 plan fee will be assessed.
- All of the above terms and conditions of the Automatic Payment Plan also apply to travelers on EF Tours for Girl Scouts tours.

### MANUAL PAYMENT PLAN

- If travelers do not pay in full upon enrollment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan and a non-refundable \$50 plan fee will be applied.
- Based on date of enrollment, travelers will be invoiced up to three payments. The first payment of \$500 is due 30 days after enrollment. The second payment of \$500 is due 90 days after enrollment. The remaining balance is due 110 days prior to departure.
- Based on date of enrollment, travelers on an EF Tours for Girl Scouts tour will be invoiced up to four payments. The deposit of \$95 is due at the time of enrollment. The first payment of \$300 is due 60 days after enrollment. The second payment of \$500 is due 14 months prior to departure. The third payment of \$500 is due 9 months prior to departure. The remaining balance is due 110 days prior to departure.
- A late fee of \$95 will be assessed for any missed payment. All late fees are non-refundable.
- Travelers can pay with ATM/debit card, credit card (card must display the Visa or MasterCard logo), or personal checks.
- Payments made by personal check must be submitted with the traveler's name and account number.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined.
- Travelers are responsible for making on-time payments even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.
- EF reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment).
- Payment for the Global Travel Protection plan is due at time of purchase, and the plan will not be purchased until payment is received.

## Paperless Billing Terms and Conditions

For travelers enrolled in Paperless Billing, the following Terms and Conditions apply:

- Travelers will receive electronic invoices in connection with all information related to their EF account, including tour invoices, and other notices that are available in electronic format. Travelers understand this means that, once enrolled, they will not receive paper copies. Invoice reminders will be sent to the billing e-mail address that travelers provide on their enrollment form. Travelers may view and print invoices by logging into their account at [eftours.com](http://eftours.com).

- EF is not responsible for any delay or failure to deliver any invoice, and travelers understand that nothing in these Terms and Conditions relieves obligation to pay any invoice.
- Travelers may elect not to receive electronic invoices and change to billing by US mail at any time by logging into account at [eftours.com](http://eftours.com) or by calling 800-665-5364.
- To the extent permitted by law, paperless billing is provided "as is" with faults and without warranties of any kind, either expressed or implied. Travelers assume all responsibility and risk for use of paperless billing. EF does not warrant that the information, processes, or services will be uninterrupted, or bug or error free.

## Cancellation Policy

The cancellation policies outlined below take into consideration the costs EF incurs long before groups ever depart. Notice of cancellation from an EF tour will only be accepted from the traveler, his or her legal guardian, or the Group Leader. The date of cancellation will be determined by the date on which EF receives notice. Cancellation refunds can only be made to the person whose name appears on the account. In order to qualify for refunds in accordance with EF's standard cancellation policy, all payments must be received on time.

### EF's standard cancellation policy\*

- *150 days or more prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$300 cancellation fee.
- *149 to 110 days prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$500 cancellation fee.
- *109 to 45 days prior to departure:* Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and 50% of the program price.
- *44 days or less prior to departure:* No refund will be issued.

\*Travelers who purchase a Global Travel Protection plan have the opportunity to cancel the trip until 60 days prior to departure due to reasons not covered by the insurance underwritten by United States Fire Insurance Company and have the option to rebook to another EF Educational Tour within 30 days of such cancellation. Traveler is responsible for finding a new tour, and final placement is based on availability. Such tour needs to take place within 180 days from cancellation, and any difference in price will be covered by the traveler (non-refundable fees from the original tour will not be put toward the rebooked tour). This benefit is not an insurance provided by United States Fire Insurance Company.

### Cancellation with replacement\*\*

- 150 days or more prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, and Global Travel Protection.
- 149 to 110 days prior to departure: Full refund less the \$95 non-refundable deposit, all non-refundable fees, Global Travel Protection, and a \$100 substitution fee.
- 109 days or less prior to departure: Replacements can no longer be accepted and EF's standard cancellation policy will apply.

\*\* Cancellation with replacement refers to a traveler who cancels but finds a person to replace him or her for the same program. The replacement's Enrollment Form must be submitted at the same time as the notification of cancellation.

### Group Leader cancellation

A Group Leader must accompany travelers on every tour. If a Group Leader cancels for any reason, he or she will be asked to assign a new Group Leader. Any travelers who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found, the affected travelers will need to cancel to be eligible for EF's standard cancellation policy. Those travelers interested in being placed with a new tour group should contact EF at 800-665-5364. If we cannot find a new tour for these travelers, EF's standard cancellation policy will apply.

## EF's Peace of Mind Program

We understand that plans can change due to unforeseen circumstances. EF provides an exclusive Peace of Mind program to account for such situations. This program is automatically included for all travelers and can be enacted at the group level for any reason, including terrorism or other world events. Your Group Leader may choose from the following options:

### 45 days or more prior to departure

- Change the travel dates of your group's current tour
- Work with EF to modify your group's current tour or find a new tour
- Cancel your tour and all travelers will receive a transferrable travel voucher

### 44 days or less prior to departure

If any location(s) included in the group's tour itinerary is designated as a Travel Advisory Level 3 or 4 by the U.S. Department of State, your Group Leader may still choose any option from the section above.

### EF's Peace of Mind program Terms and Conditions

Benefits of the Peace of Mind program are only available to the entire group and not to individual travelers. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program. Revised tours must fall within the date range that these booking conditions are valid. If the revised tour has a higher price than the original tour, travelers will be required to pay the difference as a condition of traveling on the revised tour. If EF cannot accommodate a revised tour request and/or the group decides not to travel on the original tour, then the group may opt for travel vouchers. If the group does not travel on the original tour, travel on a revised tour, or receive a future travel voucher, standard cancellation fees will apply. Travelers cancelling from a revised tour will be charged a cancellation fee based on the date that the original tour was revised or the date of cancellation from the revised tour, whichever is higher. EF will make every effort to accommodate revised tour requests. Travel vouchers will be issued in the amount of all monies paid by a traveler for the original tour less the \$95 non-refundable deposit and any other non-refundable fees. Travel vouchers are valid for the current and following travel year. Travel vouchers are transferrable at the face value of the voucher to members of the traveler's immediate family or to students and faculty of the traveler's school. The future travel voucher is not a merchandise credit or a gift certificate and may not be redeemed for cash.

## Release and Agreement

I (or parent or legal guardian if enrollee is under 18 or a minor under any other applicable law) have read, understand and agree to the following in exchange for enrollment on an EF Educational Tour:

1. I acknowledge and understand that my tour is operated outside of the U.S. by EF Education First International, Ltd., Switzerland, and that EF Institute for Cultural Exchange, Inc. acts only as a marketing service provider for that company. If I am participating in a Service Learning Tour, I acknowledge and understand that a portion of my tour may be operated by Me to We Trips, Ltd., a Canadian entity, in collaboration with Free The Children.
2. EF Institute for Cultural Exchange, Inc., EF Education First International, Ltd., and their affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, agents, and authorized representatives (collectively referred to herein as "EF") do not own or operate any entity which is or does provide goods or services for my program, including, for example, hotels; arrangements for, ownership of, or control over houses, apartments, or other lodging facilities; tour directors; airline, vessel, bus, or other transportation companies; local ground operators; visa processing services; providers or organizers of optional excursions, or food service or entertainment providers, etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors and not employees of or employed by EF. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity or of any third party.
3. Without limitation, EF and/or Me to We Trips, Ltd. in collaboration with Free The Children and its affiliated companies, partners, any companies acting on its behalf, each of their directors, officers, employees, volunteers, sponsors, independent contractors, agents, and authorized representatives (together referred to as "MTW") are not responsible for any injury, loss or damage to person or property, death, delay, or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God; force majeure; acts of government, acts of war or civil unrest, insurrection or revolt, strikes or other labor activities; criminal, terrorist, or threatened terrorist activities of any kind, overbooking or downgrading of accommodations; structural or other defective conditions in houses, apartments, or other lodging facilities (or in any heating, plumbing, electrical, or structural problem therein); mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely; dangers associated with or bites from animals, insects, or pests; sanitation problems; food poisoning; epidemics or the threat thereof; disease; lack of access to or quality of medical care; difficulty in evacuation in case of a medical or other emergency; or any negligent or willful act or failure to act of any third party or for any other cause beyond the direct control of EF or MTW.
4. I agree to release EF and my school, my school district, my school board, MTW, my Group Leader, and Tour Director (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims of any nature related in any manner to my participation in an EF-sponsored tour or a Service Learning Tour, including, but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death, or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys' fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, or property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF-sponsored tour or a Service Learning Tour.
5. I understand that travel in other nations is not similar to travel within the United States. Travel outside of the United States can involve inconvenience and risk, including, but not limited to, forces of nature, geographic and climatic conditions, different hygienic standards, infrastructure problems (including road maintenance, transportation delays and accommodation conditions), civil unrest, vandalism, crime, political instability, and terrorism. Medical services or facilities may not be readily available or available at all during all or part of a program and, if available, may not be equal to standards in the participant's home country. I understand that a Service Learning Tour is a physically demanding excursion in a developing country, and I knowingly assume the risks of such an excursion. I further understand that different parts of the world present unique health, disease, and safety concerns, and I agree to review any specific risks related to my destination by visiting the Centers for Disease Control and Prevention's Traveler's Health website at [www.cdc.gov/travel](http://www.cdc.gov/travel) and the State Department's International Travel website at [www.state.gov/travel](http://www.state.gov/travel). I assume all risk of bodily injury, death, emotional trauma, property damage, inconvenience, and/or loss resulting from negligence or any other acts of any and all persons or entities, however caused, including, but not limited to, those risks mentioned above. It is my intention fully to assume all of the risks of travel and participation in the program and to release the Released Parties from any and all liabilities to the maximum extent permitted by law.
6. I further agree to release the Released Parties from any and all decisions to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or MTW or which become necessary or advisable so as to increase the quality of the tour.
7. I agree that this Release applies to and binds myself and my minor child enrolling on tour (if applicable) along with my personal representatives, executors, heirs, and family.
8. In addition, EF and MTW shall have no responsibility for me whatsoever when I am absent from an EF- or MTW-supervised activity or for non-supervised activities, such as visits to friends or relatives or during stay-ahead/stay-behind option periods or any other optional period or activity when not escorted by a Tour Director.
9. My tour begins with the takeoff from the EF departure airport and ends upon completion of the flight back to the origin (or other arrival) airport.
10. The air carrier's liability for loss of or damage to baggage or property, or for death or injury to person, is subject to and limited by the airlines' contract of carriage, its tariff, the Montreal Convention or Warsaw Convention and their amendments or both.
11. EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion. In such event, standard cancellation policies as outlined in the Booking Conditions apply.
12. I agree to abide by EF's and MTW's regulations and the directions of my Group Leader, my Tour Director, and EF's or MTW's personnel during my tour. Failure to do so may result in my Group Leader or EF terminating me from the tour immediately. I understand that to disobey such rules or directions is to waive the right to a refund of any part of my program price, and that my Group Leader or EF may then send me home at my own expense.
13. I agree to abide by all local laws when abroad. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the program price, and my Group Leader or EF may send me home at my own expense. I also understand that, should local authorities be involved, I will be subject to the laws of the country I am visiting.
14. If I become ill or incapacitated, EF, MTW, and their employees, or my Group Leader, may take any action they deem necessary for my safety and wellbeing, including notifying parents/guardians and/or securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the traveler's parents/guardians with regard to health issues or any matter whatsoever that relates to the traveler's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF or MTW will attempt to cause appropriate treatment to be administered, and the traveler authorizes EF or MTW to do so. EF or MTW, however, make no warranty that it will be able to cause effective (or any) emergency treatment to be administered or to be timely administered.
15. I have made the choice to travel with the teacher/Group Leader organizing my group. I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as the Global Travel Protection plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask him or her to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be treated as a standard cancellation. If no replacement Group Leader can be found, I will need to cancel and EF's standard cancellation policy will apply. I may also request that EF place me with a new tour group. If EF cannot find a new tour group for me, EF's standard cancellation policy will apply.
16. If I will be age 20 or older at any time during my tour, I acknowledge that EF will conduct a criminal background check ("CBC") as a pre-condition to travel. If such a traveler refuses to consent to the CBC, it will be deemed a cancellation and EF's standard cancellation policy will apply.
17. This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements, marketing materials, or agreements not herein, including, but not limited to, any oral statements made to me by any agents or employees of EF or by my school or Group Leader. This agreement may be amended or modified only in a writing, signed by EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.
18. This agreement and performance hereunder shall be governed in all respects by the substantive laws of the Commonwealth of Massachusetts. In the event of any claim, dispute, or proceeding arising out of my relationship with EF or MTW, or any claim which arises between the Parties, whether or not related to this agreement, the literature for the trip or the trip itself, it shall be resolved solely in courts of the Commonwealth of Massachusetts and/or the United States District Court for the District of Massachusetts.
19. For travelers in Utah only: This tour is not sponsored by any public school, public school district, or other public entity and is operated and organized by a privately owned company.
20. EF and MTW may use any film or digital likeness taken of me and any of my comments while on an EF tour as well as any project work (including, but not limited to, online learning programs offered by EF) for future publicity without compensation to me and also use my contact information for future EF promotions. I have read and agreed to the Terms of Use and Privacy Policy outlined at [eftours.com/legal-notice](http://eftours.com/legal-notice) and I consent to EF's processing of my personal data.
21. I have read and agreed to the Terms of Use and Privacy Policy outlined at [eftours.com/legal-notice](http://eftours.com/legal-notice), and I consent to EF's processing of my personal data as set forth on page 17.

### LIMITED POWER OF ATTORNEY

**For parents/guardians of travelers under the age of 18 or a minor under any applicable law**  
The tour itinerary may include certain activities (such as whitewater rafting in Costa Rica) that may require the Group Leader to sign a release on behalf of the travelers (who are minors and cannot sign for themselves) in order to allow participation. This Limited Power of Attorney allows the Group Leader to execute these documents on your behalf should the need arise. Your execution of this Limited Power of Attorney is voluntary, and if you choose not to grant this Limited Power of Attorney, your child may still participate in the tour but may not be able to participate in some tour activities. With regard to said activities:

1. I understand and agree that my child, with my permission, has voluntarily chosen to participate in the activities, and we assume all dangers and risks associated with the activities.
2. I do hereby delegate to the Group Leader a "Limited Power of Attorney" and full authority to sign any documents, including, but not limited to, liability releases, permission slips, waivers, and/or any other type of participation agreement required by the operators of any activity for participation. By signing the EF Educational Tours Enrollment Form, I understand and agree to the above.

# EF's Rules of the Road

## WHEN YOU ENROLL ON YOUR TOUR

You agree to EF's Rules of the Road, which can also be found on your personalized website. If you do not conform to these regulations or any specific rules set by your Group Leader, you risk dismissal from the tour, returning home at your expense with no refund for the missed tour portion. Decisions regarding tour dismissal are up to EF and/or your Group Leader.

If you are traveling on a Service Learning Tour operated by Me to We Ltd., you must also adhere to Me to We's Rules of the Road. Please visit [eftours.com/mtwrules](http://eftours.com/mtwrules) for more details.



## All travelers must adhere to the following regulations while on tour:

1. All scheduled activities are obligatory. If you are sick or have a physical ailment that might prevent you from participating in an activity, you must tell the Group Leader, who should notify the Tour Director.
2. If you want to visit friends or relatives in a destination country, your Group Leader must be told before the tour begins. Please complete the Tour Leave Form, found under Forms and Resources on the Help Center ([eftours.com/help-center](http://eftours.com/help-center)), to receive permission for the visits. You must then give the form to your Tour Director upon arrival.
3. You are expected to respect the nightly curfew that your Group Leader may set for your own safety and security. Room checks will be conducted at the Group Leader's discretion. Visitors or group members of the opposite sex are not permitted in your room.
4. Smoking is not allowed on buses, during meals, in hotel rooms, or in any other shared, enclosed space.
5. Hitchhiking and the driving or renting of any motor vehicle is strictly forbidden for all travelers.
6. You are required to pay for any phone calls or incidental personal expenses incurred at hotels. These will be payable the evening before departure at each hotel.
7. Travelers under the age of 18 may not consume alcohol on tour. Travelers over the age of 18 (or older, if local laws require) may consume beer or wine in moderation. The consumption of hard liquor is strictly forbidden. Group Leaders and/or parents may prohibit all alcohol consumption at their discretion. Excessive drinking by any traveler will not be tolerated and will result in dismissal from tour at the traveler's own expense.
8. Illegal activities will not be tolerated and are punishable by immediate dismissal from the tour. If you are involved in any illegal activities, all costs to return home are at your own expense. If the local authorities are involved, you will be subject to the laws of the country you are visiting.
9. Payment for damage done to hotel rooms or to buses is your responsibility. If you notice any damage upon arrival at a hotel, you should notify the Tour Director immediately.







Appendix D

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA, INC. 99 HIGH STREET BOSTON, MA 02110 Attn: Boston.certrequest@Marsh.com   212-948-4377	<b>CONTACT NAME:</b> _____	
	<b>PHONE (A/C, No, Ext):</b> _____	<b>FAX (A/C, No):</b> _____
<b>E-MAIL ADDRESS:</b> _____		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
INSURER A : Liberty Mutual Fire Ins Co		23035
INSURER B : N/A		N/A
INSURER C : N/A		N/A
INSURER D : N/A		N/A
INSURER E : XL Insurance Company		24554
<b>INSURED</b> EF Education First International, AG Haldenstrasse 4 6006 Lucerne SWITZERLAND		

**COVERAGES**                      **CERTIFICATE NUMBER:** NYC-010147232-07                      **REVISION NUMBER:** 22

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			EB2-691-544157-078	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$ _____
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ _____ BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (Per accident) \$ _____ \$ _____
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____			LP000048395	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ _____
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ _____ E.L. DISEASE - EA EMPLOYEE \$ _____ E.L. DISEASE - POLICY LIMIT \$ _____
E	1st Excess Layer			MA619818	10/01/2018	10/01/2019	Occurrence / General Aggregate 25,000,000
E	2nd Excess Layer			MA629818	10/01/2018	10/01/2019	Occurrence / General Aggregate 25,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
Evidence of Coverage Only

<b>CERTIFICATE HOLDER</b> EF Education First International AG Haldenstrasse 4 6006 Lucerne SWITZERLAND	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Elizabeth Stapleton <i>Elizabeth Stapleton</i>
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# Adriatic Odyssey, April 2021

## Italy & Greece

Dates: April \_\_ – April \_\_ , 2021

### Rules for International Travel and Behavioral Agreement

1. **As a school trip, all school rules will apply in addition to all noted.**
2. No smoking, vaping, drinking of alcoholic beverages, or use of illegal drugs at any time during the trip.
3. No wine/alcohol may be purchased to bring home to the U.S.
4. Be punctual for all scheduled activities and meals; wear a watch!
5. Curfew is to be strictly adhered to at all times. Curfew will be established on a daily basis as it is determined by our itinerary.
6. You must have permission from a chaperone if leaving the group at any time for any reason.
7. Do not go off on your own **EVER** – for personal safety, travel in groups of three or more. Remember, there is safety in numbers!
8. Carry passports **at all times**.
9. Carry the name and phone number of the hotel where the group is staying **at all times**.
10. Leave hotels and buses clean – Do not take the property from hotels. Related charges will be applied to the guilty party.
11. While in hotels, **never** enter a room other than rooms designated to **our** group.
12. No running or obnoxious behavior in the hotels. No noise after quiet hours. Chaperones will conduct periodic checks for noise during the night.
13. Obey all local laws in the country in which you are traveling. Italian & Greek law is not American law and the consequences can be dire.
14. Leaves valuables at home.
15. Luggage: There is a maximum size and weight allowed; please adhere to this limit.. As soon as we know which airline we will be traveling on, we will be forwarding this information to you.  
Note: Leave extra room/weight for any items purchased while on tour.

## **Consequences\*\*:**

**First step** (1<sup>st</sup> minor offense) Discussion between chaperones and student to determine reason of offense and to ensure future respect of rules. A suitable punishment will be determined based on severity of offense.

**Second step** If determined necessary by chaperones, parents will be called collect and a warning will be given to the student that the next offense will result in a trip home at parents' expense.

**Third step** If determined necessary by chaperones, parents will be called collect and the student and an accompanying chaperone will be sent home. Parents will be responsible for the travel expenses for both the student and chaperone. School authorities will be notified and proper school punishment will be enforced.

\*\*Chaperones' decisions are FINAL.

\*\*Upon return home, individuals who fail to abide by school rules will also receive school consequences as per code of conduct.

## **Parental and Student Acceptance**

I (we) have carefully read the above "Rules for International Travel" and understand that my child is required to abide by them while on the associated tour. I (we) agree to accept collect calls made by the chaperone regarding my/our child and agree to pay for his/her return trip if behavior merits such action.

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Parent Signature

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Date

I have carefully read the above "Rules for International Travel" and the consequences of misconduct and will abide by them on the associated tour. Failure to abide by these rules will result in a collect phone call to my parents and appropriate disciplinary action. I further understand that serious violations could result in my being sent home at my parents' expense.

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Student Signature

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Date

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Print student name

**\*\*Sign, date and return to Ms. Bailey/Dr. Perry ASAP**