

## Group Travel and Professor Chaperone

SAA will provide a complementary program for the designated group leader/professor chaperone based on the agreed minimum amount of participants and agreed student/professor chaperone ratio. This includes private rooming, on-ground program equal to the student's program, and airfare if SAA is arranging airfare. Travelers must be 18 years of age or older at the time of departure, or traveling with their legal guardian.

## Group Chaperone Responsibilities

1. Completing and submitting ticketing name sheet 100 Days prior to travel.
2. Ensuring all group members have signed the necessary forms, 60 days prior to departure:
  - Student Release Form
  - Emergency Contact Form
  - Medical Form
3. Ensuring all group members have read and understood the Orientation Packet with all the relevant information about the trip, group leader, emergency contact, etc.

A group leader must accompany participants on every tour. If a group leader cancels for any reason, he or she will be asked to assign a new group leader. The new group leader is responsible for any increases in his or her own airfare costs. Any participants who cancel at this point and choose not to travel with their replacement group leader will be treated as standard cancellations.

## Payment & Pricing

Prices are based on foreign exchange rates current as of program pricing and are subject to change as exchange rates fluctuate. SAA will notify the assigned trip chaperone in the case of a price change due to fluctuation in exchange rates.

1. \$400 of the initial deposit is non-refundable. Deposit will be refunded in the case of program cancellation.
2. Program must reach minimum amount of participants 100 days prior to departure.
3. Travelers can still join between 60 days to 100 days prior to departure. However, airfare may fluctuate between this period.
4. Final payment is due at least 60 days prior to trip. Participants are not permitted to join after this date.
5. Program payments are non-refundable if canceled within 60 days prior to departure.

## Itinerary Variations

If improvements can be made to the itinerary or unforeseen circumstances require a change, Study Abroad Association reserves the right to amend the itinerary. Study Abroad Association will do their best to inform participants as soon as possible if any changes arise. These changes could involve change in the order of cities visited, the amount of time spent in each city, or completely removing a city.

## External Enrollment (Registrations directly through SAA)

For external enrollments, travelers can enroll online at [studyabroadassociation.com](http://studyabroadassociation.com) on their allocated trip page. Travelers should provide complete passport information when they enroll.

## **Passports and Visas**

Each traveler must obtain a passport and any applicable visas for his or her trip prior to departure. If a traveler is unable to obtain these travel documents, they will not be allowed to travel. Passports must be valid for at least six months after the tour ends. Non-U.S. citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. This pertains to all countries that will be visited or passed through, including transfers between airports in foreign countries and re-entry into the United States. More information is available through the U.S. Department of State at [travel.state.gov](http://travel.state.gov). The college or university is responsible for ensuring the students have passports and visas prior to travel.

## **Airfare**

All airfare quotes stand as an estimate until final ticketing. In the case Study Abroad Association is not arranging airfare, a copy of the ticket will be required. This allows SAA to observe flight times and provide assistance to clients.

In the case that travelers do not travel on the group flight, they are solely responsible for arranging their own transportation (including airport transfers and on-ground transportation) as well as booking their own accommodation at their own expense. The program will begin at the designated location and time listed on the itinerary. Travelers are responsible for meeting the tour director at the 1st place of accommodation on the trips regular itinerary.

We will fly from the agreed international airport. Flights may contain multiple layovers. If the trip does not meet minimum number of participants, airfare contract will be canceled and price is subject to change due to individual ticketing.

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

Study Abroad Association is not responsible for airline schedule changes or mechanical, weather, or capacity-related flight delays. The tour will resume as soon as it is possible. All travelers are responsible for necessary expenses incurred during these delays.

## **Accommodation**

Students on an SAA program will have roommates in their room the entire duration of the trip. All places of accommodation are clean, safe, and up to Study Abroad Association standards. Study Abroad Association can accommodate specific rooming requirements. However, these requirements must be agreed and communicated prior to program pricing. Rooming requests are subject to price increase. Places of accommodation may change depending on availability and group size. Towels and toiletries are at provided at the discretion of the chosen accommodation and are not guaranteed

## **Insurance**

For the benefit of the participant, SAA requires that all travelers have a form of travelers insurance for the duration of the program. A policy with trip cancellation is recommended. SAA can recommend affordable policies for the affiliate institution.

## Refunds and Cancellations

Notice of cancellation will only be accepted from the applicant. The date of cancellation will be determined by the date upon which the Study Abroad Association receives notification.

- The initial program deposit is non-refundable.
- Program payments are non-refundable if canceled within 60 days prior to departure.

## Cancellation Replacements

If the initial applicant is not able to attend their program or cancels for other reasons, they can provide a replacement. There may be additional costs for name changes, etc.

## Group Leader Cancellation

A group leader must accompany participants on every tour. If a group leader cancels for any reason, he or she will be asked to assign a new group leader. The new group leader is responsible for any increases in his or her own airline costs. Any participants 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 participants will need to cancel to be eligible for the Study Abroad Association Standard Cancellation Policy.

## What happens if Study Abroad Association has to cancel a tour?

Study Abroad Association may cancel any tour for events beyond its control, including but not limited to instability in a destination country, acts of God, war (whether declared or undeclared), terrorist activities, incidents of violence, public health issues or quarantine, substantial currency fluctuations, strikes, governmental restrictions, fire or severe weather conditions which make it impossible or commercially unreasonable, in the opinion of Study Abroad Association, to conduct the tour. If Study Abroad Association cancels the tour for any such reason, participants will receive a Study Abroad Association Future Travel Voucher for all monies paid. Cancellation by Study Abroad Association for causes described in this section shall not be a violation of its obligations to any participant.

## Terms and Provisions

The terms and provisions stated on 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 a Study Abroad Association officer. Prices are subject to change.

## Legal Responsibilities

Payment of the program deposit constitutes consent to all the provisions of the conditions and general information contained herein. Study Abroad Association will occasionally document programs by photo or video. All parties consent to the use of the photos by Study Abroad Association unless they specifically request otherwise in written form. All programs begin at the meeting time and location listed in the program itinerary and end at the leaving time and location listed in the program itinerary. Any issues that may arise during the program pertaining to the program should be addressed by the program director. Study Abroad Association reserves the right to immediately remove any member of the program for failure to abide by regulations or directions of the tour director. Students who are removed from a program will not have the right to a refund of any amount and will not continue with the group. Study Abroad Association programs are not for resale and can only be enrolled in with Study Abroad Association. Study Abroad Association reserves the right to change any part of the program at anytime without notice. Study Abroad Association reserves the right to decline, or to accept or retain a person as a member of a program without notice. Study Abroad Association cannot be held responsible for events beyond its control, such as, (without limitation) acts of God, war (whether declared or undeclared), terrorist activities, public health matters, government restrictions or strikes: nor of its own negligence, for personal injury, property damage, or loss of earnings, from any event whatsoever caused from persons not involved with Study Abroad Association, such as without limitation, airlines, cruise lines, railways, bus companies, all forms of transportation, places of accommodation, their employees and agents. Study Abroad Association makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices).