



Booking Procedures and Payments

Travelers must be 18 years of age or older at the time of departure. Names should be provided as they appear on the participant's passport. This information will be used for hotel and transportation bookings.

100 Days prior to departure, the group must reach the minimum amount of travelers 10.

60 Days prior to departure, the final payment is due in our account. 70% of program price.

Preferred payment methods: Bank Transfer or Official Check.

Bank Details:

Bank Name: Midfirst Bank

Account Name: Oklahoma / Texas Study Abroad

Account Number: 2801022881

Routing Number: 30308

Alternative payment methods for instance through PayPal will have to be agreed with a representative of Study Abroad and Travel and will incur an additional fee up to 3% of the total amount.

Refunds, Cancellations and Conditions

Individual deposits made by students, or travelers are non-refundable in the case of individual cancellation.

In the case the program is cancelled 100 days prior to departure, due to low enrollment (not reaching the agreed minimum of participants), all participants will be provided a full refund including deposit.

No refunds will be provided if cancellations are made after the 100 day deadline.

No modifications in group size within 60 days prior to departure

In the case the trip doesn't reach the agreed Student / Chaperone ratio the program price will be repriced to match the current enrollment

*Often more affordable bookings with Hotels and Transportation are possible when non-refundable deposits are made. Study Abroad and Travel will ask the institution if they're interested in these options, in case these reservations are made upon request of the institution, the institution is responsible for covering the cancellation fee with these bookings, if the program is cancelled by the institution.

Notice of cancellation will only be accepted from the lead chaperone. The date of cancellation will be determined by the date upon which Study Abroad and Travel receives notification.

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 Travel and Professor Chaperone

Study Abroad and Travel 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 Study Abroad and Travel 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.

Itinerary Variations

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

Pricing

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

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. The college or university is responsible for ensuring the students have passports and visas prior to travel.

Ticketing

The professor chaperone is responsible for providing complete ticketing information for the travel participants 100 days prior to departure. (Ticketing information must be provided in the attached spreadsheet: ticketingnamelist.xls)

Airfare

All airfare quotes stand as an estimate until final ticketing. Airfare price might increase if Airfare utilization date is not respected. In the case Study Abroad and Travel is not arranging airfare, a copy of the ticket will be required. This allows Study Abroad and Travel 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 and Travel 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 Study Abroad and Travel 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 and Travel standards. Study Abroad and Travel 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 provided at the discretion of the chosen accommodation and are not guaranteed.

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 and Travel Standard Cancellation Policy.

What happens if Study Abroad and Travel has to cancel a tour?

Study Abroad and Travel 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 and Travel, to conduct the tour. Study Abroad and Travel regularly monitors the CDC and the US Department of State ensuring our destinations are safe to travel to. Our traveler's safety is our number one priority. Travel plans will remain the same unless the destination reaches a Level 3 by the CDC and the US Department of State. In the case the program needs to be cancelled or rescheduled due to a Level 3 travel advisory, refunds / credits will be determined by the airline, hotel, transportation and on-ground providers. Study Abroad and Travel will do everything in our power to recoup as much as possible in terms of refund, or future travel credit.

Insurance

For the benefit of the participant, Study Abroad and Travel requires that all travelers have a form of travelers insurance for the duration of the program. A policy with trip cancellation is recommended. Study Abroad and Travel can recommend affordable

policies for the affiliate institution.

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 and Travel officer. Prices are subject to change.

NON-COMPETITION.

During and at the end or earlier termination of this Agreement, the University may not engage, own, manage, control, operate, be employed by, participate in, or be connected with the ownership, management, operation, or control of a business conducted by Study Abroad and Travel for a period of three (3) years. If the University breaches or threatens to breach this section, the Study Abroad and Travel will be entitled to a preliminary restraining order and injunction preventing the University from violating its provisions. Nothing in this agreement prohibits the Study Abroad and Travel from pursuing any other available remedies for a breach or threatened breach, including the recovery of damages from the University.

NON-SOLICITATION, NON-CIRCUMVENT

During the term of this Agreement and for a period of five (5) years thereafter, University may not:

- a. Canvas or solicit the business of (or procure or assist in canvassing or soliciting of) any client, customer, providers, local supplier, vendor or employee of the Study Abroad and Travel who is known to the University because of his association with Study Abroad and Travel during the Agreement period.
- b. Accept (or procure the acceptance of) business from a client, provider, local suppliers, customer, vendor or employee of the Study Abroad and Travel known to the University because of his association with the Study Abroad and Travel during the Agreement period for purposes of competing with the Study Abroad and Travel;
- c. Otherwise contact, approach, or solicit (or procure the contacting, approaching, or soliciting of) an entity known to the University because of his association with Study Abroad and Travel in a way that could be detrimental to Study Abroad and Travel.

Legal Responsibilities

Payment of the program deposit constitutes consent to all the provisions of the conditions and general information contained herein. Study Abroad and Travel will occasionally document programs by photo or video. All parties consent to the use of the photos by Study Abroad and Travel 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 and Travel 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 and Travel programs are not for resale and can only be enrolled in with Study Abroad and Travel. Study Abroad and Travel reserves the right to change any part of the program at anytime without notice. Study Abroad and Travel reserves the right to decline, or to accept or retain a person as a member of a program without notice. Study Abroad and Travel 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 and Travel, such as without limitation, airlines, cruise lines, railways, bus companies, all forms of transportation, places of accommodation, their employees and agents. Study Abroad and Travel makes every effort to ensure the accuracy of its publications, it cannot be held responsible for typographical or printing errors (including prices).