



## CAS TRIPS' BOOKING CONDITIONS

These Booking Conditions are valid for CAS Trips Prague Spring 2018. All tours are operated by CAS TRIPS S.R.O., Czech Republic. And will herein be referred to as just 'CAS Trips'

### WHAT IS INCLUDED IN THE PRICE?

- Accommodations in 4, 6 or 8-bed dormitories at Cosmopole Hostel
- All breakfasts, lunches and evening meals while in Prague
- All activities as described in the advertised CAS TRIPS Prague Spring itinerary
- Airport transfers and transportation to/from Prague airport and Cosmopole Hostel
- 1 x unlimited local transport ticket. If lost, student must replace the ticket at his/her own cost
- Entrance fees and tickets as specified
- CAS Trips staff, including 2 x camp directors, guides at a ratio of 1:20 and on-site accommodation group mentors at a ratio of 1:10
- CAS TRIPS walking tours
- Full use of CAS Connect! online system for full pre-trip and post-trip organisation
- Support from CAS TRIPS representatives abroad
- 24-hour worldwide emergency service

### WHAT DOES THE ENROLMENT FEE COVER?

All travelers, including teachers, must pay the non-refundable, non-transferable US\$299 deposit upon enrollment in order for their enrollment to be complete.

- Only when this US\$299 fee has been paid, is a student and/or teachers' place on the Prague Spring Program secured.
- The US\$299 fee covers:
- Processing services by CAS TRIPS staff
- A CAS Connect! online account

- 24/7 email support from CAS Trips
- The fee will be deducted from the final price

### WHAT IS NOT INCLUDED IN THE FINAL PRICE?

- Return International Airfare
- Health and Travel insurance
- Health and Medical expenses
- Beverages, snacks and souvenirs
- Passport, visa and reciprocity fees

### HOW IS THE FINAL PRICE CALCULATED?

CAS Trips' Global Student Exchange is once in a lifetime opportunity for students from all over the world to come together and celebrate holistic education in one of the most beautiful cities in Europe.

We believe all students should have the opportunity to engage in the program and to encourage as many participants as possible, we are keeping prices as low as possible.

The basic per person for the full 9-night, 10-day Prague Spring program cost is US\$1599 per person for all CAS Trips activities, accommodation, meals, guides and local transport in Prague.

This price does not, however, include international airfare to/from Prague.

### AIRFARES & STA TRAVEL for GROUPS of 10+ PARTICIPANTS

Airfares vary greatly depending on the departure point, dates, times, route and group size.

When a group is ready to firm up their booking, CAS Trips will relay the preferred travel dates, group size and departure point to our travel partners at STA Travel, UK. STA will then find the best value flight for the group. The flights process is almost entirely independent of CAS Trips. When STA Travel have found an adequate flight, CAS Trips will then we pass the information on to

the group leader.

Restrictions and terms and conditions of the airline and STA Travel apply.

All payments, ticketing and flight arrangements will be the responsibility of the participant(s) and STA Travel.

### AIRFARES & STA TRAVEL for GROUPS of less than 10 PARTICIPANTS

For individual travelers or small groups, we highly recommend making your own international travel arrangements.

CAS Trips, in co-operations with STA Travel, are able to make arrangements on the individual or small group's behalf but must add a US\$100 admin fee on top of the final airline fee.

Individual travelers must confirm travel dates and availability with CAS Trips prior to booking flights.

### ENROLLMENT

All Enrollment forms and fees must be received by CAS TRIPS no later than 21st January 2018. Travelers should provide complete first, middle and last names and dates of birth and passport numbers as they appear (or will appear) on their passports.

### PARENTAL CONSENT

Children aged 12-17 travelling internationally are required to have a parental letter of consent with them at all times.

Some airlines may demand that children travel under Unaccompanied Minor procedures.

In this case, CAS TRIPS are not responsible for any extra fees incurred.



### FREE TEACHER PLACES

One free teacher place will be offered per every 10th student travelling in a group. The teacher place will become available after every 10th student has submitted their enrollment form and paid the non-refundable \$299 enrolment fee. Free teachers will receive meals with students, local transport ticket in Prague, entrance fees and costs associated with activities listed in the itinerary, accommodation in private, twin or 4-bed single gender dorms in Cosmopole Hostel. Private rooms will be on a first come, first served basis although upgrades may be available upon request and for a fee.

### TEACHER RESPONSIBILITIES

Teachers are considered part of the CAS TRIPS team. Although their presence on daily activities are not obligatory, it is highly recommended. Morning and evening duties at Cosmopole Hostel will be scheduled and teacher co-operation is expected in the control and discipline of students associated with their group.

### PASSPORTS AND VISAS

Each traveler must obtain a passport and any applicable visas or other travel documents prior to departure. Some airlines will require passport details up to 120 days prior to travel. If a traveler is unable to obtain these travel documents, our standard cancellation policy will apply. Please be sure that passports are valid for at least six months after Prague Spring ends. Non-U.S. citizens will need to contact the embassy or consulate of Czech Republic to ensure they meet specific entry requirements. See: [http://www.mzv.cz/jnp/en/information\\_for\\_aliens/general\\_visa\\_information/](http://www.mzv.cz/jnp/en/information_for aliens/general_visa_information/) for more information

### INSURANCE COVERAGE

ALL Prague Spring participants must have adequate individual travel and health insurance. CAS TRIPS' limited liability insurance does not cover individual participants. Travel insurance is available from our partners at STA travel for as little as \$49 per person.

### THE ITINERARY

The 10-day program advertised in CAS TRIPS Prague Spring marketing materials is provisional and could be subject to change. Final detailed schedules will be released via CAS Connect! at least 1 week prior to arrival.

### CAMP STRUCTURE

Unless expressly stated by group leaders ahead of arrival, students participating in CAS Trips Prague Spring will be divided and dispersed randomly into sub-groups of 10. This system ensures the mix of cultures and collaboration and ensures optimum conditions for learning and understanding. Each sub-group of 10 will be assigned to a CAS Trips Monitor. Students will participate in daily activities, lead by CAS TRIPS Guides, with their sub-group as well at least one other sub-group. Teachers will also be randomly assigned to sub-groups. If parents and/or group leaders wish for certain students not to be separated, CAS TRIPS must be informed via email [info@castrips.org](mailto:info@castrips.org) at least 30 days prior to arrival.

### ROOMING

Students will be accommodated in 4, 6 or 8-bed single-gender dorms. CAS TRIPS handles final rooming assignments for all travelers. Please ensure that any special rooming requests are

submitted via email [info@castrips.org](mailto:info@castrips.org) at least 30 days prior to arrival. Teachers will be accommodated in private, twin or 4-bed single gender dorms in Cosmopole Hostel. Private and twin rooms will be on a first come, first served basis although upgrades may be available upon request and for a fee.

### FOOD

All breakfasts, lunches and evening meals will be provided as part of CAS TRIPS Prague Spring program. Menus will be made available via CAS Connect! at least 14 days prior to arrival. Food orders must be submitted by participants at least 10 days prior to arrival, also online via CAS Connect! Any special dietary requirements will be catered for and participants with these requirements must also inform CAS TRIPS via CAS Connect! at least 7 days week prior to arrival. 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.

### DISCIPLINE

All students and parents/legal guardians of students must read, sign and return the CAS TRIPS Prague Spring House Rules document. Signed copies must be submitted to CAS TRIPS via email [info@castrips.org](mailto:info@castrips.org) no later than 14 days prior to arrival.

### EMERGENCY CANCELLATION OR MODIFICATION

CAS TRIPS retains the right to cancel, modify or delay the Prague Spring program as a result of unforeseeable events that are beyond CAS TRIPS'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 the 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 CAS TRIPS to conduct the program as originally contracted. If CAS TRIPS cancels the program for any such reason, travelers will receive a CAS TRIPS future travel voucher for all monies paid, less the \$299 non-refundable enrolment fee. Cancellation by CAS TRIPS for causes described in this section shall not be a violation of its obligations to any traveler.

### REFUNDS

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 refunds will be made via PayPal 4-6 weeks after the request has been processed.

### LOST PROPERTY

CAS TRIPS 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 a lost paper airline ticket, the traveler is solely responsible for their belongings and documents.

### 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 a CAS TRIPS Director. While CAS TRIPS makes every

CAS 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 CAS TRIPS SRO, IC: 052 35 481, Zahradníčkova 1220/20a, Košíře, 150 00 Praha 5. Czech Republic.

### PAYMENT PLAN TERMS & CONDITIONS

CAS Trips require the full balance of the trip to be paid at least 6 weeks prior to departure.

The following Terms and Conditions apply.

Based on date of enrollment and departure, travelers will be invoiced up to three payments.

The first payment of US\$500 is due **no later than 12 weeks prior to arrival date.**

The second payment of US\$300 is due **no later than 10 weeks prior to arrival date.**

The remaining balance is due **at least 6 weeks prior to departure.**

A late fee of US\$99 will be assessed for any missed payment. All late fees are non-refundable.

The first payment of US\$299 per participant is due at the time of enrollment.

### CAS TRIPS' CANCELLATION POLICY

The cancellation policies outlined below take into consideration the costs CAS TRIPS incurs before groups ever depart. Notice of cancellation from CAS TRIPS Prague Spring 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 CAS TRIPS receives notice. Cancellation refunds can only be made to the person whose name appears on the account; payments cannot be transferred to another account.

### Cancellation Charges

90 days or more prior to departure

Full refund less the US\$299 non-refundable deposit,

90 to 45 days prior to commencement date

50% of the final price

45 to 15 days prior to commencement date

70% of the final price

14 to 1 day prior to commencement date

100% of the final price

days or less prior to departure

On or after the commencement date.

100% of the final price

### GROUP LEADER CANCELLATION POLICY

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.

Replacement group leaders will be responsible for any fees incurred for the changing of airline ticket details.