



# CAS Trips

## CAS TRIPS' GLOBAL STUDENT EXCHANGE TERMS & CONDITIONS

These Booking Conditions are valid for CAS Trips' Global Student Exchange Medellin Spring 2019. All tours are operated by CAS TRIPS S.R.O, Czech Republic. And will herein be referred to as 'CAS Trips'.

### WHO MAY APPLY?

Programs are open to students age 14 and over at program start date.

### HOW TO ENROLL?

School groups can enroll by emailing [info@castrips.org](mailto:info@castrips.org) with their confirmed student and teacher participant numbers. Enrolment is only secured upon the payment of the program's enrollment fee.

CAS Trips' Global Exchange Programs are also open for individual travellers. In this case, the booking should be made by the student's parents/guardian via phone or email.

In both cases, CAS Trips accepts the enrolment by sending the school or student a confirmation and enrollment fee payment invoice and instructions.

### WHAT DOES THE ENROLLMENT FEE COVER?

All students must pay the non-refundable, non-transferable US\$299 enrollment fee in order for their enrollment to be complete. Only when this fee has been received by CAS Trips, is a student's place on the CAS Trip secured. The enrollment fee covers:

- Processing services by CAS Trips
- Access to in-school marketing material
- 24/7 email support from CAS Trips
- The fee will be deducted from the final price

### WHAT IS INCLUDED IN THE CAS TRIPS FEE?

The total fee for the Global Student Conference 2019 is US\$749. The total fee covers:

- Destination of choice (total tuition time varies according to destination)
- Shared same-sex room in a hotel, hostel or other appropriate accommodation with half board
- All meals during the trip
- All planned activities during the trip



# CAS Trips

## WHAT IS NOT INCLUDED IN THE FINAL PRICE?

- International airfare
- Health and travel insurance
- Health and medical expenses
- Beverages, snacks and souvenirs
- Passport, visa and reciprocity fees
- Credit card fees

## AIRFARES & STA TRAVEL FOR GROUPS OF 10+ PARTICIPANTS

CAS Trips do not provide airfares.

Should participants require assistance in booking international flights, CAS Trips can initiate contact with our international travel partners, STA Travel UK. Airfares vary greatly depending on the departure point, dates, times, route and group size.

The flights process is entirely independent of CAS Trips. 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.

## ENROLLMENT

All enrollment forms and fees must be received by CAS Trips no later than May 30<sup>th</sup>, 2019. Extensions will only be granted in special circumstances and upon written request.

All 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.

## INSURANCE COVERAGE

All travel participants to any destination must have adequate individual travel and health insurance. CAS Trips' limited liability insurance **does not cover individual participants**.

Travel insurance is available online with [www.WorldNomads.com](http://www.WorldNomads.com)



# CAS Trips

## **PARENTAL CONSENT**

Children aged 12-17 traveling 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 traveling in a group. The teacher place will become available after every 10th student has submitted their enrollment form and paid the non-refundable US\$299 enrolment fee. Free teachers will receive meals with students, local transport ticket in the destination, entrance fees and costs associated with activities listed in the itinerary, and housing in accommodation as specified by CAS Trips.

## **TEACHER RESPONSIBILITIES**

Teachers are considered part of the CAS Trips team. Although their presence on daily activities is not obligatory, it is highly recommended. Morning and evening duties at the accommodation 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 needed 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 your trip ends. Please ensure to get into contact with your local embassy to clarify visa requirements. CAS Trips is not responsible for obtaining any visas.

In the event that a visa is not issued, CAS Trips will offer a full refund of the enrolment fee on the provision of verified evidence.

## **THE ITINERARY**

The program advertised in CAS Trips marketing materials is provisional and may be subject to change. A final detailed schedule will be sent via email to the group leader or guardian 1 week prior to arrival.



# CAS Trips

## **CAMP STRUCTURE**

Unless expressly stated by group leaders ahead of arrival, students participating in CAS Trips 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 Staff, with their sub-group as well at least one other sub-group. Teachers will also be assigned to sub-groups at random. 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 2, 4, 6, 8 or 10-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.

## **FOOD**

All breakfasts, lunches and evening meals will be provided as part of the CAS Trips program. Any special dietary requirements will be catered for and participants with these requirements must inform CAS Trips via email at [info@castrips.org](mailto:info@castrips.org) at least 7 days 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 House Rules document. Signed copies must be submitted to CAS Trips via email at [info@castrips.org](mailto:info@castrips.org) or to your school no later than 14 days prior to arrival.

## **EMERGENCY CANCELLATION OR MODIFICATION**

CAS Trips retains the right to cancel, modify or delay a destination trip as a result of unforeseeable events that are beyond CAS Trips' 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 US\$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.



# CAS Trips

## **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 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 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 (US\$749) of the trip to be paid no later than August 31<sup>st</sup> 2019.

The following Terms and Conditions apply:

The payment scheme will clearly be communicated to you ahead of a booking. 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.



# CASTrips

## **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 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 or person travelling.

### **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

In the event that a visa is not issued, CAS Trips will offer a full refund of the enrolment fee on the provision of verified evidence.

## **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.