

VOYAGEUR EDUCATIONAL TOURS - GROUP ORGANIZER / CHAPERONE APPLICATION

LAST NAME (AS IT APPEARS ON YOUR PASSPORT)		FIRST NAME (AS IT APPEARS ON YOUR PASSPORT)		MIDDLE INITIAL
STREET ADDRESS			CITY	
STATE	ZIP CODE	HOME PHONE	CITIZENSHIP IF NOT US	
DATE OF BIRTH MM/DD/YYYY	SEX M/F	SPECIAL MEDICAL CONDITIONS		PASSPORT NO. (IF KNOWN)

PLEASE TYPE OR PRINT CLEARLY

EMERGENCY CONTACT 1		DAY PHONE	EVE PHONE	RELATION
EMERGENCY CONTACT 2		DAY PHONE	EVE PHONE	RELATION

SCHOOL / WORK INFORMATION

SCHOOL / COMPANY NAME		STREET ADDRESS		
CITY	STATE	ZIP	TELEPHONE	FAX
E-MAIL		SUBJECTS TAUGHT		

- I will be traveling as a Group Organizer. My Social Security Number is: _____ - _____ - _____
- I will be traveling as a Group Chaperone with (Group Organizer Name): _____
- I will be supplying my own air transportation. Please supply me with the Land Only.
- My departure city is different from the group. **Alternate City Name:** _____ I understand that I may fly separately from the group and, if so, I must supply my own airport transportation to / from my first / last hotel.

I have read and fully understand the Group Organizer / Chaperone Agreement on the reverse side of this application form and agree to be bound thereby. I also understand that these Terms are subject to revision for trips departing after August, 2004.

Applicant Signature: _____ Date: _____

TOUR INFORMATION

THIS SECTION MUST BE COMPLETED BY THE GROUP LEADER			GROUP LEADER ID (IF KNOWN)	
GROUP LEADER NAME		NAME OF SELECTED ITINERARY		
PRICE QUOTED	DEPARTURE CITY	DEPARTURE DATE	ALTERNATE DEPARTURE DATE	
<input type="checkbox"/> My entire group will be supplying its own air transportation. Please supply us with the LAND ONLY . <input type="checkbox"/> Please enroll all my group participants on the following optional excursions: _____				

FOR OFFICE USE ONLY

APP DATE	PROCESSED BY	TOUR CODE	AIRPORT / SPECIAL DEPARTURE
CLIENT CODE	BOOKING CODE	SPECIAL INSTRUCTIONS	

Voyageur Educational Tours

We go everywhere!
www.voyageurtours.com

120 Stafford Street
Worcester, Massachusetts 01603



Return TOP COPY (white) of this application to your Group Leader or mail directly to:

Voyageur Educational Tours, 120 Stafford St, Worcester, MA 01603-1435

Group Organizer / Chaperone Agreement and Booking Conditions

I am an applicant for a group organizer/chaperone position on a travel program organized by Voyageur and agree to the following understanding binding upon myself:

1. Voyageur is responsible only for the acts or omissions of its own employees. Each tour begins with the departure flight from the U.S. and ends upon completion of the return flight to the U.S. (except for land only travel arrangements, which begin at the first hotel and end with the completion of services at the last hotel). Voyageur, its affiliates, directors, officers, employees, sponsoring schools and organizations, and tour director/escorts, along with any persons or entity employed or utilized by Voyageur, cannot be held responsible for any injury, loss, damage, accident, delay, or additional expense resulting from events beyond its control including — without limitation — acts of God, war, strikes, incidents of politically-motivated violence, sickness or quarantine, government restrictions or regulations, and (in the absence of its own gross negligence) events arising from the use of any vehicle or from Voyageur's selection of, any bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, or other firm, agency, company, or individual. Voyageur is not responsible for any loss of passport, airline tickets, other travel documents, luggage, or any other participant belongings, or for consequential damages in any event. Voyageur shall have the right — without refund — to send home, at his/her own expense and without escort, any group organizer/chaperone and/or participant who appears to have used drugs or abused alcohol, or engaged in any illegal or disruptive conduct, or any conduct that threatens the safety or integrity of the tour. I agree to release Voyageur, its agents and employees, my local school and school district, and any other group organizer/chaperone from all claims arising out of any such events, acts, or omissions as referred to above.

2. If I become ill or incapacitated while on a tour, Voyageur may take whatever action it deems necessary to preserve my health and safety including, without limitation, obtaining medical treatment for me at my expense, and/or transporting me at my own expense back to my home for medical reasons. I agree to pay any extra expenses incurred on my behalf by any group members for medical or other reasons.

3. Voyageur is not responsible for my well-being when I am absent from Voyageur-supervised activities. I accept liability for any financial obligations I may cause or any damage or injury I may cause/incur while participating on a Voyageur-operated tour.

4. The air carriers' liability for loss or damage to baggage is limited to its value but shall not exceed approximately \$9.07 per pound for checked baggage and \$400 per passenger for unchecked baggage. The air carriers assume no liability for fragile or perishable articles. I understand that higher limits of liability may be obtained from the carriers by paying the charge contained in the carriers' tariffs and that the air carriers' liability for death or injury is limited by their tariffs and/or by the Warsaw Convention.

5. Voyageur reserves the right to make changes in itineraries, travel arrangements, airlines, hotels, excursions, activities, ship assignments, cruise ports-of-call, or other arrangements made necessary by factors beyond its control. On certain dates when some attractions or activities may not be available, Voyageur reserves the right to substitute alternate attractions or activities. Such changes are not grounds for cancellation. Voyageur is not responsible for flight delays, missed connecting flights, long layovers, or any expenses related to such delays. Departure dates published in Voyageur literature are subject to minimum enrollments. Voyageur may discontinue a given tour due to insufficient participation or other reasons, in which case paying participants will be offered: (1) an alternate tour or departure date; (2) cancellation with full refund (less \$100); or (3) continuing on the original tour, subject to a Small Group Supplement (applicable also to price-protected participants). However, a change of departure date within the same weekend in the winter and spring or 11 days in the summer does not constitute ground for your participants to cancel with a full refund.

6. Any film or video likeness taken of me while participating in a Voyageur tour, and any of my comments or statements may be used in future materials published by Voyageur.

7. If I wish to cancel my position as an organizer/chaperone, I must do so individually in writing. If I cancel within 90 days of departure, I will be subject to any applicable airline penalties.

8. Voyageur and the air carriers have the right to substitute airlines, to make changes in the published itinerary (e.g. in the departure and arrival dates, times, or cities, or revising the order in which the various cities are visited), and I agree to accept any such changes. No refund will be made in the event of changes in the itinerary. Voyageur will attempt to furnish alternate services or accommodations to compensate for any such changes. Because some U.S. departure cities shown on Voyageur itineraries may not provide direct air service to overseas destinations, it may be necessary to connect through some other U.S. or foreign airport. Voyageur retains

the right to determine all airline and flight routings.

9. I am responsible for obtaining and carrying a current passport and — if required to do so — the appropriate visas for countries I am to visit.

10. Unless otherwise stated in writing, any additional terms and conditions as found on participant applications also apply.

CONTRACT PRICE / PAYMENT SCHEDULE

VOYAGEUR offers the following provisional guarantee on all 2007 catalogue programs and customized itineraries as follows: VOYAGEUR guarantees the contract price of 2007 catalogue programs and customized itineraries provided that participants pay the contract price in full by the dates hereunder. The contract price is subject to change without notice because fees quoted in the catalogue and in custom itineraries are based upon airline tariffs, ground transportation rates, hotel rates, projected availability, government regulations, and currency exchange rates in effect on the publication date, (June, 2006). The contract price is defined as the per person price quoted in the contract agreement furnished by VOYAGEUR to participant. Payment deadlines to guarantee contract price are as follows:

Departure Full Payment Due

October 2006 - February 2007 ...75 Days Before Dep.

March - April, 2007December 15, 2006

May 2007January 15, 2007

June 2007February 15, 2007

July - August, 2007March 15, 2007

Participants choosing Voyageur's Easy Payment Plan must adhere to the Full Payment Due Date as outlined in their Easy Payment Plan Payment Booklet.

Failure to pay VOYAGEUR in full by the **Full Payment Due Date** may result in administrative cancellation.

Participants who submit applications for travel within three weeks of the above due dates are strongly urged to send full payment with their applications to avoid late payment fees. Those paying in full or sending in late applications are subject to a \$95.00 late payment fee.

Late payments and/or applications for enrollment received after the deadline for payment are subject to a \$95.00 late payment fee.

Notwithstanding any of the above price guarantees, all contract prices are subject to change without notice if Voyageur's costs increase due to extreme fuel or currency fluctuations, or incidental charges resulting from increased local or foreign taxes, airport charges, airline security fees, and the like. Increased charges resulting in a price increase greater than 10% of the contract price will entitle participants to cancel and receive a full refund of all payments made. An increase of up to 10% of the contract price shall not constitute any right to cancel with refund of payments.

DELAYED RETURNS

Individuals desiring to extend their stay overseas independently and return at a later date separate from the rest of the group may request to do so in writing. Individuals must request a "Delayed Return Form" from VOYAGEUR to complete and return at least 120 days before the scheduled departure of the tour. Requests cannot be accepted within 120 days of departure. All individuals flying independently from the group must make their own ground transportation arrangements to and from their overseas airports. Choice of airline used is at the discretion of VOYAGEUR. VOYAGEUR will bill individuals a \$200 Delayed Return fee and any applicable additional airline charge. Confirmation of special flight arrangements is subject to availability.

OPTIONAL EXCURSIONS, EXTRA DAYS

Optional excursions are based on a minimum of 20 passengers participating and are subject to availability. They must be booked as soon as possible (with full payment) no later than 90 days before departure.

Optional extra days must be requested at the time of enrollment. Optional extra days include dinners but do not include services of a VOYAGEUR tour director; airport transfers will be provided only for groups of 15 or more.

Cancellation or unavailability of optional field trips or extra days shall not entitle participants to cancel the tour program.

PROGRAM PRICE INCLUDES

Unless otherwise noted on the itinerary, all VOYAGEUR programs include the following: round-trip air transportation from your departure city; overseas airport transfers (except for Land Only travelers, whose program begins at the first hotel and ends at the last hotel); all breakfasts and dinners; lunches where specifically mentioned; triple room hotel accommodations with private bath facilities; a full-time VOYAGEUR tour director; sightseeing and group activities as indicated, subject to closing times, holidays, or other factors beyond VOYAGEUR's control; and a luggage allowance of one medium-sized suitcase and one carry-on bag.

SPECIAL EVENTS

Special events occurring in different countries at different times may influence the regular operation of a tour (such as championship games, religious celebrations, athletic events,

political events, music festivals, etc.) On these occasions, air service and accommodations in the cities involved are limited; therefore, Voyageur reserves the right to use alternate accommodations and/or services in the area.

PROGRAM FEES DO NOT INCLUDE

VOYAGEUR program fees do not include: passport or visa fees; optional insurance fees; beverages with meals; breakfasts after overnight trains or steamers; excess baggage charges; optional field trips; shore excursions; tips to the tour director, long distance bus driver, local guides, and cruise ship staff; expenses incurred during free time periods; overnight lodging and meals in the United States prior to departure or upon return of the international flight; portage at airports and hotels; lodging, meals, transportation, or reimbursement for missed travel services due to airline cancellation or delays; transportation from participant's home to the airport of departure and back; arrival and departure fees for non-European destinations; any mandatory new or increased taxes or inspection fees levied on airline tickets or at ports of entry/exit after June, 2007; and overseas airport transfers for individuals traveling separately from the main group.

Organizer/Chaperone accommodations are in twin rooms. In the event that an organizer/chaperone defaults into a single room because no roommate is available, the organizer/chaperone may be liable for the cost of his/her single room accommodations.

CHANGES IN ITINERARIES AND PROGRAMS

Voyageur reserves the right to make changes in itineraries, travel arrangements, airlines, hotels, excursions, activities, ship assignments, cruise ports-of-call, or other arrangements made necessary by factors beyond its control. On certain dates when some attractions or activities may not be available, Voyageur reserves the right to substitute alternate attractions or activities. Such changes are not grounds for cancellation. Voyageur is not responsible for flight delays, missed connecting flights, long layovers, or any expenses related to such delays. Voyageur is not responsible for any arrival day activities that may be affected by airline flight schedules or delays.

DEPARTURE DATES

In order to meet minimum group size requirements (see below), VOYAGEUR reserves the right to reassign participants to another departure date. During the winter and spring vacation periods this reassignment will be restricted to a date within the same weekend as the date originally selected. VOYAGEUR will notify teacher/group organizers of the exact day of departure, and they will in turn be responsible for informing participants.

INTERNATIONAL FLIGHTS / DEPARTURE AIRPORTS

VOYAGEUR uses regularly scheduled flights operated by major airlines. VOYAGEUR flights are flown aboard American Airlines, Alitalia, Air France, British Airways, Delta, Iberia, KLM, Northwest, Olympic Airways, SAS, Swiss, US Airways, United, and other regularly scheduled airlines. Equipment, flight routings, and flight itineraries are determined by the direct air carrier and/or by contractual agreements between the air carriers and VOYAGEUR. Non-stop plane service is not guaranteed. Alternative air equipment may be substituted at any time, and aircraft may make additional stops. All flights are subject to airline dictated schedule changes beyond VOYAGEUR'S control. Such changes are not grounds for cancellation or refund.

VOYAGEUR reserves the right to use alternate airports in a city at its own discretion. JFK, LaGuardia, and Newark are used interchangeably as are Dulles, Reagan, and Baltimore-Washington. Glasgow and Edinburgh are also used interchangeably.

Individuals not originating from the same US departure city as the main group organizer will not be guaranteed air routings with the main group. Participants traveling from an alternate departure city must pay the tour price from their selected city plus a deviation fee of \$200 plus any airline-imposed surcharges. Neither VOYAGEUR nor the group organizer supervising the group is responsible for the participant in any way, until the participant meets the supervising group organizer at the first hotel. Participants wishing to fly internationally with the main group organizer must arrange their own transportation to and from the main group's airport.

LUGGAGE

VOYAGEUR recommends no more than 44 lbs. of luggage per person. VOYAGEUR is not responsible for any loss or inconvenience due to any loss or damage of participants' luggage or its contents during the program. The direct air carrier's limitation on its liability is noted on the airline ticket. The passenger's contract in use by the airline shall constitute the sole contract between the airline and the passenger. Transportation companies (both air and ground operators) used by VOYAGEUR shall not incur any responsibility for liability to any traveler aside from their stated liability as common carriers.

FLIGHT / HOTEL INFORMATION

The specific flight itinerary, as well as hotel assignments and final program itinerary, will be available approximately one week before departure. **Airline tickets will be sent at this time only if full payment from all participants has been received.** Please note that VOYAGEUR sends tickets and travel documents directly to the group organizer, to individuals who are traveling from cities different than the rest of the group.

GROUP SIZE

Unless otherwise stated, all VOYAGEUR itineraries are based on a combined minimum of 35 travelers. VOYAGEUR typically combines a number of smaller groups to meet this minimum. In the event that the combined total group size of a particular tour is below the minimum number required to operate it, VOYAGEUR reserves the right to offer the group the following options:

- 1) Travel on a similar program on the original or on a reassigned date;
- 2) Travel on the original program at another time;
- 3) Travel on the original program on the original date subject to a small-group price supplement (which must be paid by all participants even if full payment has been received);
- 4) Cancellation with full refund (less \$100 and any non-refundable fees or charges), provided the cancellation is received within 7 days of the notification of travel options.

TOUR DIRECTORS / TOUR ESCORTS

Unless otherwise stated, all Voyageur groups are accompanied by a tour director. In addition, Voyageur arranges for local guides for many of its sight-seeing tours and excursions. Tour directors occasionally may not stay overnight in hotels with groups in Athens, London, Madrid, Paris, or other cities where local representatives serve as tour escorts. Tour directors do not accompany groups on cruises, unless specifically mentioned in an itinerary.

RESPONSIBILITY

Each Voyageur program begins with the takeoff of the international flight and ends upon the completion of the return flight to the United States. Voyageur, its affiliates, directors, officers, employees, group organizers, sponsoring schools and organizations, and tour director/escorts, along with any persons or entity employed or utilized by Voyageur, cannot be held responsible for any injury, loss, damage, accident, delay, or additional expense resulting from events beyond its control including — without limitation — acts of God, war, strikes, incidents of politically-motivated violence, sickness or quarantine, government restrictions or regulations, and (in the absence of its own gross negligence) events arising from the use of any vehicle or from Voyageur's selection of, any bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, or other firm, agency, company, or individual.

No additional warranties, terms, or conditions apply to any program unless expressly stated in this brochure or stated in writing and signed by Voyageur, 120 Stafford Street, Worcester, MA 01603-1435.

FINANCIAL SECURITY

Voyageur maintains an Special Holding Account Account at Bank of America available to settle any claims in the unlikely event that Voyageur cancels its trips without providing the appropriate refunds.

REFUNDS / CANCELLATION POLICY

Participants who cancel **MUST DO SO IN WRITING** and are subject to the following Cancellation Policy:

130 or more days before departure — All payments less \$250 and payment for insurance

Between 129 and 90 days before departure — All payments less \$350 and payment for insurance

Between 89 and 65 days before departure — All payments less \$650 and payment for insurance

Between 64 and 30 days before departure — All payments less \$950 and payments for insurance

29 days or less before departure — No Refund

All refunds will be made within 35 days of receipt of written notification of cancellation. Participants not fully paid 10 days after final payment deadline will be automatically cancelled from the trip and receive refunds according to the terms and conditions stated above. Participants requesting to be reinstated after this deadline are subject to a \$200 reinstatement fee, and may only be reinstated subject to availability.

If a participant cancels after receipt of his/her airline ticket, the ticket must be returned to VOYAGEUR before a refund can be processed.

There is no provision for refunds for meals, accommodations, or transportation, (including flight costs or other activities) missed by participants for reasons of absence or non-participation once the program has started.

There are no refunds available for a participant who has not obtained all the necessary travel documents in time for his/her trip.

EMERGENCY SUBSTITUTIONS

In the event that a participant has to withdraw from a VOYAGEUR program and can provide a suitable replacement, the following refund applies:

Prior to 120 days before departure — All payments less \$200 and payments for insurance

Between 119 and 90 days prior to departure — All payments less \$300 and payments for insurance

Less than 90 days before departure — No substitutions are possible.