

BOOKING FORM: TOUR NAME **DATE**

Title Full Name (as per passport)

Preferred first name Date of birth

Postal address

State Postcode Email

Home number Mobile number

School

Passport number Expiry date

PROOF OF IDENTITY: Please provide a photo/scan the photo page of your passport to be returned with this form.

Next of kin emergency contact – Full name

Contact number Relationship

NESA Teacher Identification Number

How did you find out about this tour?

ROOMING PREFERENCE: Please indicate your preferred rooming preference below.

- I am happy to be shared a room with another teacher (of the same sex)
- I wish to share with someone I already know (name):
- I would like to pay a single supplement for my own room - price as per itinerary

DIETARY REQUIREMENTS: Please indicate below if you have any special dietary requests that need to be catered for during the trip. Appropriate meals will be requested for you based on this information.

- I DO NOT have any specific dietary requirements OR allergies
- I HAVE specific requirements which require a separate meal to be prepared for me (tick appropriate box)
 - Lacto-ovo vegetarian
 - Vegan
 - Gluten free
 - Dairy free
 - No seafood
 - Nut allergy
 - Other please specify:

MEDICAL CONDITIONS: Please indicate below if you have any serious health issue that may affect your travel insurance coverage, or may need to be considered by the tour manager during the tour.

- I have NO specific medical condition
- I HAVE a specific medical condition and have given details below

TRAVEL INFORMATION

If you would like us to assist with your travel arrangements, please tick the relevant boxes below and we will be in touch with a quote as requested:

- Comprehensive travel insurance with Suresave
- Other additional travel arrangements, please provide details:

Preferred method of contact: Phone Email

You can also contact Academy Travel Schools directly to discuss these arrangements on (02) 9235 0134 or via email schools@academytravel.com.au.

YOUR ACCEPTANCE OF BOOKING CONDITIONS

DEPOSITS: A deposit of \$500 per person is required to confirm your booking on a tour. Final payment of the tour fee, insurance and any additional travel will be due 60 days before departure.

CANCELLATION FEES: If you decide to cancel your booking the following charges apply.

- More than 60 days before departure: \$500
- 60-45 days before tour start: 25% of total amount due
- 44-15 days before tour start: 75% of total amount due
- 14 days or less before departure: 100% of total amount due

UNUSED PORTIONS OF THE TOUR: We regret that refunds will not be given for any unused portions of the tour, such as meals, entry fees, accommodation, flights or transfers.

TRAVEL INSURANCE: Academy Travel requires all participants to obtain comprehensive travel insurance prior to commencing the tour. We can arrange this on your behalf, please contact us for a quote.

PASSPORT AND VISA: A valid passport is required for all international travel. If you do not hold an Australian passport you may require a re-entry permit. We will advise you of all passport and visa requirements, but it is your responsibility to ensure that you meet passport and visa requirements before you depart.

WILL THE TOUR PRICE CHANGE? If the number of participants in a tour is significantly less than budgeted, or if there is a significant change in exchange rates Academy Travel reserves the right to amend the advertised price. If this occurs you will be given the option of canceling your booking and obtaining a full refund. If an Academy Travel tour is forced to cancel you will get a full refund of all monies paid.

WILL THE ITINERARY OR AIRLINE CHANGE? Occasionally circumstances beyond the control of Academy Travel make it necessary to change airline, hotel or to make slight amendments to daily itineraries. We will inform you of any changes as soon as they occur.

FINAL PAYMENT: Full and final payment for the tour, airfare travel, insurance and any additional travel you book is due 60 days before departure. Payment may be made by bank deposit, cheque, cash or credit card. Please note there is a surcharge for payments made by credit card. Academy Travel reserves the right to decline the booking or terminate the holiday of any traveller.

- I accept the conditions on this booking form
- I have read the information about the physical requirements of the tour in the detailed itinerary and confirm that I/we are able to meet these requirements.

AUTHORISATION: By submitting this booking form, you are agreeing to the terms and conditions above and on our website, and the inclusions and non-inclusions listed in the detailed itinerary for the tour.

DEPOSIT PAYMENT

Please indicate which method you have chosen to pay your \$500 non-refundable deposit:

- Paid directly by cheque (payable to Academy Travel)
- Paid to Academy Travel directly by credit card (Please complete details below)

Credit card details for deposit MasterCard Visa Name on card:

Card Number: Expiry date

Security code: (last 3 digits on the rear of the card in the signature box) Amount

Credit Card Authorisation: By submitting this booking form you are authorising us to charge the cost of deposits for booking on this tour. No further charges will be made without your prior authorisation.

CONFIRMING YOUR BOOKING

Please send:

- Completed booking form
- Copy of passport photo page

Via mail: Academy Travel, GPO Box 5057, Sydney, NSW 2001

Via email: schools@academytravel.com.au

Via fax: (02) 9235 0123