



## Travel Service Agreement

### Deposits

- Students must register, fill out a registration form, and turn in the first deposit by the deadline to ensure placement on the trip. Late registrations are subject to availability. Any late registrations must pay deposit and any other installments that have already been paid.
- The school and Daniel's Educational Tours will determine up to three payment installments, or deposits, for overnight trips and up to two for single day trips.
- The school is responsible for paying Daniel's Educational Tours deposits. DET will send your lead teacher an invoice within five days after your student deposit deadline, payment should be returned within ten days of the date on the invoice.

### Trip Details

- You must have at least 45 students registered for the trip to go. Buses will be added in increments of 40 students. For example, you must have 45 students on bus one and an additional 40 students for bus two, and so on.
- Complimentary teachers and school faculty are based on the ratio of one per every fifteen students.
- Teachers and school faculty are housed double occupancy. Teachers/school faculty may upgrade to single occupancy by paying **\$50 per person per night** in addition to any trip costs.
- One administrator will be housed single occupancy at the rate of \$100 in addition to any trip costs.
- Students are housed quad occupancy.
- Parents pay the same amount as students. Housing for parents/chaperones is based on quad occupancy. Additional upgrades for triple, double, or single occupancy can be arranged based on hotel pricing and availability.
- Transportation is provided by Daniel's Charters and occasionally sub-contractors through Daniel's. Any event not outlined in the itinerary that requires transportation is the responsibility of the school/lead teacher (personal vehicle, taxi, etc.).
- Thirty days prior to the trip, no additions or changes can be made to the numbers and/or names of students attending.

### Cancellations/Refunds

- **The initial deposit is non-refundable.**
- Cancellations made prior to 45 days of the departure will be refunded the total amount paid minus the initial deposit.
- Cancellations made within 45 days of the departure date will be subject to review. Documentation should accompany cancellations (for example: doctor excuse, documentation of family emergency, etc.) whenever appropriate.
- Refunds within 45 days of the departure date will not be made until after the completion of the trip (within 60 days).
- There will be no refund for "No Shows" on the date of the trip unless there are extenuating circumstances and documentation must be provided. If documentation is provided, then refund will fall into the "Refund within 45 days" category.

Signature of School Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature of Daniel's Representative \_\_\_\_\_ Date \_\_\_\_\_