

# Beyond The Classroom Tours

## Travel Disclosures and Conditions *(3 pages)*

Included in your tour price:

- Round-trip airfare
- Accommodations in first-class or superior hotels(3 to 5 star ratings)
- Continental breakfast daily unless otherwise specified
- Scheduled sightseeing tours and excursions
- Ground transportation
- Scheduled activity and entrance fees
- Basic medical and travel insurance\*
- Luggage Tags
- Picture CD\*
- Phone card for international travel\*
- Team building activity\*
- Services of a Beyond The Classroom tour director
- Ratio of at least 1 teacher/group leader per 10 tour participants on student tours

\* May be offered as optional on “Special Limited Time” offers

Each tour officially begins with the take-off from the departure airport and ends when the flight lands at the return airport. For those making their own flight arrangements, the tour officially begins upon arrival at the first Beyond The Classroom booked hotel and ends upon departure from the last Beyond The Classroom booked hotel, according to the itinerary. The length of the tour does not include any participant arranged, air or ground travel, accommodations, etc. when the participant is not escorted by a Beyond The Classroom representative.

What’s not included:

- Beverages, meals, and snacks except where specified
- Optional excursions
- Transportation to free-time activities
- Surcharges due to changes in currency exchange rate
- Departure fees, which cover airport and airline fees, ground transportation, certain taxes and fuel surcharges which may be subject to changes beyond Beyond The Classroom’s control
- Expenses incurred by any airline rescheduling, cancellations, or delays caused by the airlines, weather, or any event beyond Beyond The Classroom’s control
- Passport and visa fees
- Personal incidentals
- Optional gratuities
- Airport transfers except where specified.

The airlines are responsible for assessing departure fees and maybe subject to change. Beyond The Classroom will review any changes made by the airline and will update accounts and invoices accordingly.

### **Group travel**

Depending on your group’s size, you may be combined with other groups traveling together on the same tour in order to meet the required number of participants. If Beyond The Classroom is unable to accommodate you or your group on your chosen tour, we will make every effort to find a comparable tour.

### **Itinerary Changes**

Beyond The Classroom will make every effort to keep the original itinerary; however, there may be times when there is a need to modify. Sometimes this may involve changing the order in which cities are visited, changing departure or arrival dates and times, changing length of stay, hotel accommodations, scheduled tours or using alternate airports.

### **Enrollment**

We recommend that travelers apply as soon as possible because tours tend to fill up quickly. All applications must be received 89 days prior to departure otherwise a late fee may apply. Travelers should provide complete first and last names as they (or will appear)

on their passports. Any corrections to passport names made within 90 days prior to departure, will incur a minimum of \$100 fee per airline and may result in a different flight itinerary from the group.

Applications and payment can be submitted to Beyond The Classroom in any of the following ways:

Online (Recommended for fastest enrollment)

**www.btctours.net**

Mail

Beyond The Classroom  
P.O. Box 18212  
Golden, Colorado 80402

Phone

303-278-8200  
1-888-640-8200

Fax

303-278-0434

### **Passports and Visas**

Each traveler must obtain a passport and any applicable visas for his or her tour prior to departure. If a traveler is unable to obtain these travel documents the Beyond The Classroom Cancellation Policy will apply. Please verify that all passports are valid for at least 6 months after your tour ends. Non-U.S. citizens will need to contact the embassy or consulate of their destination countries to ensure they meet specific entry requirements. Please review your itinerary carefully for all countries that you will visit or pass through, including transfers between airports in foreign countries and re-entry into the United States. For further information visit the U.S. Department of State at [www.travel.state.gov](http://www.travel.state.gov).

### **Flight Information**

Beyond The Classroom will make every effort to obtain the most direct route to your destination. However, due to availability of flight routings, we cannot guarantee non-stop or direct flights.

You will receive your seating assignments when you check in and depending on seat availability and the size and configuration of the plane, we may not be able to accommodate all members of a group on the same flight. In rare cases, groups may have a domestic and/or international overnight, layover and/or bus transfer due to space availability, routings and legal connection times. Beyond The Classroom is not responsible for airline schedule changes, mechanical, weather or capacity related flight delays.

### **Upgrades or Mileage Rewards**

Because of our group rates, we will not be able to allow upgrades, stopovers or the use of mileage rewards.

### **Minor Fee**

Anyone under 15 traveling apart from the group without an adult companion must pay the airlines an unaccompanied minor fee when checking in at the airport. Please contact the airline on the minor's itinerary regarding policies for young travelers.

### **Special Travel Requests**

Individual special travel requests should be submitted in writing 90 days prior to departure. Beyond The Classroom will make every effort to provide altered flight arrangements, according to your request. It will be up to the individual traveler to make their own arrangements for any transportation to and from the airport or hotels or any additional expenses not included in the tour.

### **Room Accommodations – Student Tours**

Beyond The Classroom will assign final rooming arrangements for all student travelers. All special rooming requests including upgrades must be submitted in writing 60 days prior to departure and will be based on room availability.

Students will room in triple or quads with others of the same gender from your entire tour group including students combined from other schools. The majority of rooms contain two double beds and two students will be expected to share each bed.

Students may request in writing, single, twin or roll-in accommodations for an additional charge.

**Room Accommodations – Adults**

Adults are placed in twin accommodations (a room with two beds) with another adult of the same gender from the entire tour.

Adults may request single accommodation for an additional charge. All special rooming requests including any upgrades must be submitted in writing 60 days prior to departure. All accommodations will be based on room availability.

**Terms and Provisions**

The terms and provisions of these Beyond The Classroom’s Travel Disclosures and Conditions supersede any other warranties, representations, terms or conditions, unless they are expressly stated within a Beyond The Classroom Travel Condition Addendum or in writing by an officer of Beyond The Classroom.

Beyond The Classroom is not responsible for loss of passports, airline tickets or other documents, or for loss of or damage to luggage or any other personal belongings. Beyond The Classroom is not responsible for locating lost property, unless the loss is due to Beyond The Classroom’s negligence. All unclaimed luggage after 60 days from the date of the tour will be donated to charity. In the event of any lost airline ticket, the participant is solely responsible for meeting the airline’s requirements (both logistical and financial) for ticket replacement.

By signing below you acknowledge that you understand and agree to the above conditions and policies.

Both Parents/Guardians must sign, if applicable.

Parent/Guardian or Adult Traveler: \_\_\_\_\_  
Signature Please print name

\_\_\_\_\_  
Signature Please print name

\_\_\_\_\_  
Student’s signature Please print student’s name Date