

Terms and Conditions

8950 SW 74th Court Suite 2201 A92 Miami, FL 33156 · Toll Free TEL 800 241-1728 · FAX 305 256-1171 · www.360SchoolTrips.com

FOR ALL TERMS AND CONDITIONS, REFER TO GROUP TOUR OPERATIONS MANUAL

Available upon request

Application Process

After receipt of this completed and signed paperwork, your application is processed immediately. Services for Your group will be coordinated upon receipt of the **first deposit** (Refer to agreed upon schedule of payment from your final proposal).

Cancellation Policy & Procedures

To cancel you must submit a Passenger Cancellation Form found on the website www.360tripmanager.com. The form must be received no later than **90 days prior to the departure date**.

Refunds

The initial (1st) deposit is non-refundable. After the initial deposit is received, the refund amount depends on how far in advance the trip or passenger is canceled.

90 days or more prior to departure

Passengers incur a penalty equal to 50% penalty of the *PP tour price or total amount of deposits paid, whichever is greater. Other passengers can be substituted. (Must be approved by 360 School Trips)

89 – 60 days before departure

Passengers incur a 75% penalty of the *PP tour price or total amount of deposits paid, whichever is greater. Other passengers can be substituted. (Must be approved by 360 School Trips)

59-0 days or less prior to departure

Passengers incur a 100% cancellation penalty; No refunds. Other passengers can be substituted. (Must be approved by 360 School Trips)

Substitutions

If passengers are substituted, refunds will depend on the additional expenses incurred from suppliers (airline price, change of name, etc.)

Adding Passengers

When your application is approved/confirmed, we will indicate the maximum number of passengers allowed on the tour. You can add passengers up to this level, until 90 days prior to the tour, by sending us a Tour Participant Registration Form (Can be found on 360tripmanager.com) with the total payment due to date. After receipt of this registration form, 360ST will confirm all required services and evaluate the group size and determine if the additional passenger can be added. Adding passengers 89-0 days prior to departure is subject to a charge of \$100 pp.

PAYMENT METHODS AND POLICIES

Choose Payment Form:

1. Group Payments

The school collects money from tour participants and remits a single check payment to 360ST based on the schedule agreed to in your proposal.

2. Individual Payments by check

Parents send individual payments directly to 360ST based on schedule agreed to on your proposal.. Add a \$5 processing fee per person to the 1st payment for this payment method.

3. Individual Payments by credit card

Parents send individual payments directly to 360ST based on schedule agreed to on your proposal.. Add a 4% processing fee per person to any payments made by a credit card for this payment method. The 4% must be added with the payment. Exp .A passenger who needs to make a payment of \$100 via credit card. The total amount to be charged is \$104.

Note: Regardless of payment method used, the teacher/group leader is responsible for getting all payments to 360ST based on the schedule noted, and meeting all deadlines.

LATE PAYMENTS

If late payments are made, 360ST is not responsible for any canceled services, and a charge of \$100 per service will be assessed for rebooking. In the event that the reinstated services are more expensive, the client is responsible for paying the difference. The tour company will do everything in its power to prevent this from happening, but requires the client's cooperation in meeting the deadlines of payments according to the agreed upon schedule. A \$25 charge applies for any returned check plus all bank charges. All late payments incur an additional 10% of the amount due.

TRAVEL INSURANCE

360ST highly recommends that you protect your investment by purchasing affordable travel insurance. We recommend: Trip Cancellation & Interruption, Travel & Baggage Delay, Emergency Medical Expense & Transportation, and Travel Accident Coverage. Please ask us for more information about travel insurance.

Supplier Non Performance Policy

360ST acts solely as an agent in coordinating your tour. We maintain no control over the personnel, equipment or operation of any supplier and we assume no responsibility, and cannot be held liable for their Actions. The tour participants agree that 360ST is not be liable for any damage, loss or expense caused by any act or omission of any supplier providing tour services or of any other person. If a supplier does not perform According to contract, we will do our best to remedy the situation which may include a refund from the supplier. Refunds vary by the type of service, and the point at which services were not provided. All refund requests must be made in writing within five (5) days of the completion of the tour. 360ST reserves the right to make comparable

**Must be received 90 days before departure.

I have received, read, understood, and agreed to the policies that accompany this form, where all Terms and Conditions are detailed in [Teacher Manual](#).

Signature: _____

Print Name and Title: School Name: Date signed: _____