



BOOKING FORM 2009

ALUMNI TOURS

Mail to: AESU Alumni World Travel

3922 Hickory Avenue \* Baltimore, MD 21211

Or Fax to: 410.366.6999

Questions? Call 800.638.7640 or email alumni@aesu.com

Name of School: \_\_\_\_\_ Name of Program: \_\_\_\_\_

Passenger's Legal Name (as it appears on passport)

Title \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_ Class Year \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_ Gender: M / F

Passport #: \_\_\_\_\_ Place of Issue: \_\_\_\_\_  
*(passport information can be supplied at a later time)*

Mailing Address: (WHERE ALL INVOICES AND FINAL DOCUMENTS ARE SENT)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

I will room with \_\_\_\_\_ or I will pay the single supplement \_\_\_ Yes \_\_\_ No  
If traveling as a single and not paying single supplement, AESU will arrange same-sex shared accommodation.

Please make round-trip flight reservations for me from (departure city): \_\_\_\_\_  
(Discount airfares available from most US cities. Call AESU/Alumni World Travel @ 800.638.7640 for details. Airport/departure taxes are additional and subject to change.)

I will arrange my own flights to and from overseas.

I acknowledge that I have read and agree to Terms and Conditions as outlined. Any payment to AESU Alumni World Travel or your alumni association is also acknowledgement of such.

Signature: X \_\_\_\_\_

Enclosed is my deposit of \$500 USD  
Make checks payable to AESU Alumni World Travel.

Charge my deposit to: \_\_\_ Mastercard \_\_\_ Visa \_\_\_ American Express \_\_\_ Discover

Card #: \_\_\_\_\_ Card ID#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Payment of deposit indicates that I have read and agree to all terms and conditions.

Signature: X \_\_\_\_\_

Reservations to be paid in full 90 days prior to departure. Reservations received after this date are subject to availability and must be accompanied by payment in full. A late booking fee of \$50 per person will apply. All prices reflect a cash discount. Payment of balance with credit card will result in a 4% processing fee. Airfare priced separately for greater flexibility. Please call AESU/Alumni World Travel 800-638-7640 for great airfares from most US cities.

**INCLUSIONS/EXCLUSIONS/SUBSTITUTIONS:** Packages include accommodations with continental breakfast daily, unless otherwise specified, and features described in the itinerary. These prices do not include passport and, if applicable, visa fees (Depending on your nationality, you may require visas in addition to a passport to enter certain countries. You must contact appropriate consulates for details on how to obtain on your own.); airport and government taxes; tipping of tour guide and driver (suggested \$4-5 for guide, \$3 for driver per day); beverages with meals unless indicated otherwise; laundry; personal insurance; room service; telephone charges; all items of a personal nature; portage; airport transfers when a participant deviates from scheduled flights or travel dates; private transportation; and all items not specifically stated in the itinerary. **REGULAR TOURS:** Hotel accommodations in Select TOURIST CLASS HOTELS (unless specified otherwise) based on DOUBLE-OCCUPANCY\* with private bath/shower. (On overnight ferries: cabins based on Pullman 4-share and overnight train based on couchette 4-6 share; neither with private bath unless specified otherwise in itinerary.) \*TOUR ROOMING POLICY: All rates based on per/person double occupancy. a.) two persons booking together as roommates receive a double room. b.) single travelers on regular tours receive a double or triple depending on availability. This share basis means, if you travel on your own, you do not have to pay a single supplement. (Triples are offered at no reduction.) Most European hotels do not offer air conditioning. Smoking by participants is not allowed on motor coaches. However, ample stops are provided. **SPECIAL DIETARY REQUESTS:** Inform your group escort from the start of any special needs. As all meals are on a pre-paid group basis, a substitute meal at any restaurant would be up to the goodwill of that establishment. We cannot guarantee that all special requests will be granted, however, in the past most restaurants have been cooperative. **SPECIAL TOURS/PRE-POST HOTELS:** Single supplements do apply on certain special tours. Check when making your booking. For extra pre or post tour hotel nights, single supplements do apply if traveling without a roommate on these special arrangements. Exact hotel lists and addresses are sent with final documents approximately three weeks prior to departure. If a change becomes necessary for any reason, hotels substituted will be the equivalent of those listed. While it is AESU's intention to use hotels of similar standard, no liability can be accepted for any variation of standard. A \$25 fee will be assessed for each hotel change made more than 30 days before departure. Within 30 days cancellation penalties apply. Hotel rates found on this Web site include (unless otherwise stated): accommodations with private bath or shower, Continental breakfast, hotel taxes, and general service charges. Local municipal city taxes may be additional in some cities / resorts and must be paid locally. Hotel rates do not include any expenses of a personal nature or any incidental charges. Room assignments are at the discretion of the hotel management and specific requests cannot be guaranteed. AESU guarantees room types, which have appropriate bedding for the number of passengers requested per room. We do not guarantee a specific bed type. Check In cannot be guaranteed prior to 2 p.m. Departure is normally required by 11 a.m. **PRICING:** All prices for transportation and land arrangements are based on current tariffs, costs and exchange rates. All prices are subject to change without notice should there be any revision in such tariffs, costs and/or exchange rates. All pricing based on U.S. dollar and reflect a 4% discount for purchases made with cash or checks. There are no discounts for sales made by credit card. In case of human or computer error, AESU reserves the right to re-invoice for the correct price or service. Returned check fee is \$35.00. **BOOKING CHANGES – ALL TOURS:** All requests for changes must be received IN WRITING by our Baltimore office. Change fees will depend on date received and what type of change is made. Land fees are in addition to applicable airline penalty, if any. No name changes or routing changes allowed. **IMPORTANT NOTE: ONCE RESERVATION IS BOOKED** and paid for, AESU reserves the right to issue tickets. Once ticketed, there is no refund on airfare portion. Passengers are responsible to ensure that the names printed on the invoices exactly match their passport names. Most airlines will not accept name changes. No change possible upon departure date. **EUROPE - CANCELLATION POLICY:** All cancellations must be received by AESU in writing. All cancellations for any reason whatsoever will be subject to a \$300 per person cancellation fee. Date of receipt will determine penalties assessed. In addition to \$300: Cancellation between 60-31 days of departure.....forfeiture of 25% of tour cost - Cancellation between 30-16 days of departure.....forfeiture of 40% of tour cost - Cancellation within 15 days of departure or "no show" at the time of departure will result in forfeiture of the entire cost of the trip. Processing of cancellation refunds takes approximately 6-8 weeks. Rail Cancellations (if purchasing individual tickets) - Upon receipt of full payment, the following tickets are issued and are non-refundable under any circumstances: Eurostar/Premier trains, seat reservation fees, sleeper, couchettes, and rail processing fees. Rail passes and open rail tickets are subject to a 20-50% cancellation charge and many are completely non-refundable. **CANCELLATION POLICY FOR TOURS INCLUDING TICKET EVENTS** (concerts, theater, etc.): All cancellations for any reason whatsoever will be subject to a \$300 per person cancellation fee. Date of receipt will determine penalties assessed. Cancellation more than 8 weeks prior to departure will result in forfeiture of \$300 plus 25% of the cost of the package; cancellation within 8 weeks prior to departure will result in forfeiture of the total cost of the package (100%). In the event of the non-appearance of an artist or the cancellation of an event, AESU cannot be held responsible for any inconvenience or monetary or other loss. AESU can accept no responsibility for any disruption before or during an event arising out of matters of which AESU has no control, for example but not limited to, war or threat of war, riots, fire, flood, industrial disputes or government action. Processing of cancellation refunds takes approximately 6-8 weeks. **COSTA RICA - CANCELLATION POLICY:** All cancellations must be received by AESU in writing. All cancellations for any reason whatsoever will be subject to a \$300 per person cancellation fee. Date of receipt will determine penalties assessed. In addition to \$300: Cancellations within 60 days of departure ... forfeiture of 10% of tour cost - Cancellations within 45 days of departure ... forfeiture of 25% of tour cost - Cancellations within 25 days or "now show" at time of departure ... will result in forfeiture of the entire cost of the trip. Processing of cancellation refunds takes approximately 6-8 weeks. See below for airfare penalties. **SOUTH PACIFIC/SOUTH AMERICA/ASIA - CANCELLATION POLICY:** All cancellations must be received by AESU in writing. All cancellations for any reason whatsoever will be subject to a \$300 per person cancellation fee. Date of receipt will determine penalties assessed. In addition to \$300: Cancellations within 60 days of departure ... forfeiture of 10% of tour cost - Cancellations within 35 days or "now show" at time of departure ... will result in forfeiture of the entire cost of the trip. Processing of cancellation refunds takes approximately 6-8 weeks. See below for airfare penalties. **AIRFARES,** which are not included in land rates, are highly restrictive, NON-REFUNDABLE, NON-ENDORSABLE and NON-TRANSFERABLE once ticketed. Once reservation is booked and paid for AESU reserves the right to issue tickets. Once ticketed, airfare portion is non-refundable. Cancellation of airfare reservations is subject to restrictions, regulations and additional penalties of the airlines used. Reservation changes also subject to penalties. In the event of any flight delays or misconnections, participants are responsible for their own transportation to the first night hotel and any expenses incurred as a result. **AIRPORT TRANSFERS & BAGGAGE:** All participants using AESU flights on regular group departure days and flights receive airport transfers (between airport & tour hotel) overseas unless specified otherwise. London Gatwick arrivals please call AESU (800-638-7640) for details on transfer. Inter-airport transfers (i.e. between London Gatwick-Heathrow) are at passenger's expense. Land-Only participants (providing own flight to Europe) do NOT receive airport transfers and must meet group at the first hotel after 1:00 p.m. on program start date. All programs start in Europe ONE DAY LATER THAN the USA departure dates listed. Participants should limit themselves to one checked bag per person and one carry-on per person. Liability is clearly stated on the passenger contract. Please note: Many airlines will be assessing a \$25 fee for a passenger's second checked bag. Passengers can continue to check one bag free of charge. Some exemptions apply. Independent car rentals: Drivers must be at least 25 years of age; a maximum age may apply, subject to car rental company rules. Basic car rental rates include unlimited mileage and VAT (value added tax). Rates do not include tolls, gasoline, third driver surcharge, or overtime charges for car rental. Specific car models cannot be guaranteed. Airport surcharges/ one-way drop-off fees may apply. **AESU GROUP TRAVEL INSURANCE:** Your school's insurance rates as well as AESU group rates represent substantial savings over individual policies. Paid insurance premiums are non-refundable. **INSURANCE COVERAGE CANNOT BE PAID FOR AFTER YOUR FINAL PAYMENT HAS BEEN SUBMITTED.** (If booking within 90 days, premium payment is due with initial booking.) **COVERAGE NOT APPLICABLE WHEN NOT ON AN AESU TOUR.** When AESU does your airline ticketing, you are automatically covered under the trip cancellation/interruption section if premium paid. **IMPORTANT NOTE:** Group Insurance coverage is only applicable to USA Citizens and Permanent Residents and Canadian Citizens. Premium payments will be refunded to citizens of other countries. We strongly advise that you take out CANCELLATION INSURANCE that grants FULL REFUNDS if you cancel or are forced to interrupt your trip due to illness. Medical health and accident insurance is compulsory. Please check with your school's alumni association if travel insurance is offered. If not, you may join AESU's group policy. Details will be furnished upon request. **RESPONSIBILITY AND LIABILITY:** The responsibility of AESU as tour operator, their agents and the Sponsoring Association is limited. AESU and its directors, officers, employees, independent contractors, and agents act only in the capacity of agents for the passenger in all matters pertaining to accommodations, sightseeing tours, and transportation whether by railroad, motorbus, motorcar, steamship or plane, and as such they shall not be liable for any personal injury, death, damage, loss, accident, delay, or irregularity which may be occasioned either by reason of any defect in any vehicle, or through the acts or default of any company or person engaged in conveying the passenger, or in carrying out the arrangements of the tour or otherwise in connection therewith. Under no circumstances is AESU to be held responsible for: a.) Baggage damage, loss, or delay in delivery. b.) Delays, personal injury, property damage or any loss resulting from any acts of God, act of public enemy, arrest or restraint of any government, seizure under legal process, quarantine, restrictions, riots, or civil commotions, strikes, war, act of terrorism, quarantine, weather and any other natural or unnatural causes, lockouts, or labor stoppages, war hazards or dangers incident to a state of war, participation in sports activities. c.) Improper or insufficient passports or other documents. d.) Illness, death, accidents, or injury. e.) Loss of personal property, possessions, or monies. f.) Any act of neglect of any person or company whose services are retained by AESU for the benefit of tour participants including, but not limited to, hotels, tour agencies, transportation companies and tour guides. g.) Any deviation, delay, or curtailment of any kind, however caused, and if beyond the control of AESU. Additional expenses, if incurred under any of these circumstances, will be borne by the tour participant. Any participant responsible for damage to any property while on the tour will be required to pay immediately for such damages incurred. If you are in default and we refer the collection of your account to an attorney, we may charge you reasonable attorney's fees and court or other collection costs as permitted by law and as actually incurred by us. In the event service and accommodations set forth in the program cannot be supplied due to delays, acts, omissions, or other causes beyond its control, the operator shall use its best efforts to supply comparable services/accommodations. In the event services are not used due to voluntary omission by the participant, refunds will not be granted. No refund or allowance will be made for absence during the tour, or for activities missed, even if for cause beyond the control of the participant including illness or personal emergency. Unused vouchers for tours, hotels or other features are not exchangeable or refundable. In the unlikely event that a hotel does not provide private bath/shower and double rooming, as applicable, affected participants may request a US\$10.00 refund from the tour manager at the site in question. Claims will not be accepted after departure from the accommodation. The sole responsibility of any airline used in any tour is limited to that set out in the passenger contract evidenced by the ticket. Airlines and other carriers are not responsible for any act, omission or event during the time passengers are not on board their planes or conveyances. Similar responsibility as noted above applies to all types of carriers. The liability of the direct air carrier for loss or damage to baggage is limited to the actual value of such baggage, but not more than \$9.07 per pound in the case of checked baggage and \$400 per passenger in the case of unchecked baggage for international journey, and in the case of domestic journeys, actual value not to exceed \$500. Special rules may apply for valuable articles. Consult the respective carrier for liability conditions. Under no circumstances can AESU be held responsible for the action, personal conduct or moral behavior of any Tour Member, notwithstanding. AESU reserves the right (a) to decline to accept or later reject any applicant for any reason which AESU shall deem satisfactory; (b) to exclude any participant from further participation in the tour, if in the sole judgment of AESU, such participant's action is incompatible with the interest of the group, in which case proportional refund for the land program will be made to participant by AESU, if savings are received by AESU. Any additional costs under these circumstances (i.e. flight ticket) are at the participant's own expense. A special needs participant requiring any form of assistance must be accompanied by a helper who is capable of and totally responsible for providing such assistance. Any disability requiring special attention or treatment must be reported to AESU when Booking Form is completed. AESU cannot guarantee that destination airport, coaches, transfer vehicles and accommodation will be wheelchair accessible. Services required for passengers with special needs are not included in the package price and may not be available. Tour participant shall pay for medical care and medicines, for additional sustenance, hotel, travel courier and communication charges for/on behalf of him/herself, for expenses incurred by AESU, its Escorts, and representatives in procuring and assuring the maintenance of such care and in periodically communicating with the member and his/her parents/guardian as to his/her medical condition. AESU will use its best efforts, when made aware of the need, to secure prompt, appropriate medical care for members requiring it, but responsibility shall be limited to making such efforts. The parents or legal guardian of the member under twenty-one years of age authorizes the Tour Escort at any time or times during the tour to procure such medical (including hospital and surgical) care as he considers proper or necessary for the health of the member, and the parents or legal guardian will pay therefore promptly upon billing. AESU group participants according to availability, flight preference, age and departure date preference. Participants agree that they may be used as reference and their photographs and/or statements about the program may be used in future booklets or publicity. Notice is hereby given that liability of the shipping, railroad, aircraft and other companies and persons providing transportation, accommodation or services in connection with the travel or tour herein applied for, is governed by the law of the country in which the event given rise to the liability takes place, and that such liability, particularly where special rates are allowed to students, is subject to conditions and regulations upon which the transportation tickets, coupons, or vouchers are issued. During your tour you will have opportunities to purchase goods or services. You must rely entirely on your own judgment in any purchase you make. AESU, its associated companies or their employees, makes no representations nor are they liable in any way in the respect of any goods or services you may purchase. Adventure travel, high altitudes, skiing and snowboarding involve risks about which the participant must make him/herself aware. By joining an AESU package, the participant does hereby agree that neither the participant nor his or her heirs, personal or legal representatives, or family members will bring suit or make a claim for illness, injury or death resulting from the negligence of AESU employees, officers, directors, managers, agents, contractors or affiliated organizations or the supplier of any element of the package as a result of participation in the program. If improvements in itinerary can be made, or unforeseen conditions beyond AESU's control deem changes necessary, we reserve the right to slightly alter itineraries without penalty. In the event cancellation of the tour is compelled by circumstances beyond the control of AESU, including insufficient number of participants, AESU's liability shall be limited to a FULL REFUND of all payments received from the applicant, except non-refundable airfare and insurance. Baggage and personal injury are at owner's risk entirely. The issuance or acceptance of vouchers or tickets shall be considered consent of these conditions. AESU reserves the right to increase the program price in the event of cost increases due to changes in airfares, currency fluctuations or fuel surcharges. The airlines concerned and their affiliates and agents cannot be held responsible for any act, omission or event during the time passengers are not on board of the aircrafts. The passenger ticket in use by said airlines, when issued, shall constitute the sole contract between the airlines and the purchaser of these tickets and/or the passenger. All services are subject of the laws of the country in which these services are rendered.