



## 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. All payments will be due either the 1<sup>st</sup> or the 15<sup>th</sup> of the month from students. If student payment is due on the 1<sup>st</sup>, payment will be due to DET by the 15<sup>th</sup>. 15<sup>th</sup> payments will be due to DET on the 1<sup>st</sup> of the following month.

### Trip Details

- You must have at least 45 students registered for the trip to go unless prior arrangements have been made with DET for a smaller number. 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. If you do not have enough for the additional bus, an additional charge will be incurred to pay for the remaining seats on the bus.
- Complimentary teachers and school faculty are based on the ratio of one per every fifteen paid 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.
- All teachers/chaperones are expected to stay with the group at all times (for example: students are on hotel property, teachers/chaperones must remain on hotel property.)
- The bus company only allows water/sports drinks in plastic bottles with screw on lids. No other drinks of any kind are allowed on the bus at any time. Energy drinks are not allowed at any time while on the trip. All soft drinks/coffee must be finished before entering the bus. No dairy products are allowed on the bus at any time – this includes milk, yogurt, ice cream, milk shakes, etc.

### 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 and after all expenses have been deducted (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 \_\_\_\_\_