

# 2019 REGISTRATION FORM (Air Travel)

Please print CLEARLY in CAPITAL LETTERS

Trip Organizer : École Cedardale

Travel Dates : February 8-14, 2019

## PARTICIPANT INFORMATION

Student     Adult     Teacher Chaperone

### PERSONAL INFORMATION

FULL NAME (AS IT APPEARS ON YOUR OFFICIAL ID PAPERS)

Date of birth (DD/MMM/YYYY) :    /    /

First Name: \_\_\_\_\_

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

Middle Name: \_\_\_\_\_

City : \_\_\_\_\_

Last Name: \_\_\_\_\_

Province : \_\_\_\_\_ Postal Code: \_\_\_\_\_

Gender:  Male     Female

Home Phone : (    )

### HEALTH INFORMATION

### EMERGENCY CONTACTS PARENTS/GUARDIANS/SPOUSE

Diseases, Allergies, Physical Limitations: \_\_\_\_\_

Full Name : \_\_\_\_\_

\_\_\_\_\_

Daytime Phone : (    )

Medications Taken, Special Dietary Needs: \_\_\_\_\_

Full Name : \_\_\_\_\_

\_\_\_\_\_

Daytime Phone : (    )

### AGREEMENT TO THE CODE OF BEHAVIOR

I, the Participant name above, understand the trip I am engaging in is a group activity and I will have to respect all rules already established by the trip organizer, school and school board. I also understand that I am responsible for my behavior and that I will have to respect the rules of the country I will be visiting as well as the people traveling with me and those with whom I will be in contact with during the trip. I further am aware of and agree to the following rules: **No drugs or alcohol are permitted. Disciplinary actions might be taken by the chaperones against any student found abusing these rules or causing discipline problems. Every participant and chaperone is responsible for any damage that could be done on the property used during the trip, whether be it accidental or not. In such events, the chaperone in charge would have to agree with the property owner or manager to settle on the due amount.** I certify that I have read, understood and agree with the code of behaviour stated above as well as the attached Terms and Conditions and Included Insurance form. I fully understand the cancellation policy stated in the Terms and Conditions and I am aware of the cancellation protections offered. I hereby acknowledge my participation in this Immersion Tours trip.

Participant Signature : \_\_\_\_\_

Date :    /    /

### OPTIONAL ROOMING REQUEST

Fees apply. See the Group Trip Proposal for details.

Unless otherwise mentioned in Group Trip Proposal, trip price is based on all participants lodging 4 people per room in a room equipped with two double beds. Each participant will therefore share their bed with a fellow traveler, no matter the age of the participant. For a supplement, you have the possibility to request single, double or triple occupancy if you are not comfortable sharing beds or rooms.

YES I will pay the \$850  Single room supplement with my final payment

\$425  Double room supplement with my final payment and so will my roommate

\$295  Triple room supplement with my final payment and so will my two roommates

NO I do not wish to pay for special rooming arrangements. I will share a bed with another group member of the same gender

### AUTHORIZATION BY PARENTS/GUARDIANS

I, the undersigned, am the parent/guardian of the participant named above. In the event of any emergency regarding this participant during the trip, I authorize the Trip Organizer named above and/or its representatives on site to consent to any treatment recommended by a medical practitioner for the well-being of my child if I cannot be reached to give that consent.

I also certify that I have read, understood and agree with the attached Terms and Conditions and Included Insurance form. I fully understand the cancellation policy stated in the Terms and Conditions and I am aware of the cancellation protections offered. I hereby allow this participant to be part of this Immersion Tours trip.

Parents/Guardians    Daytime Phone: (    )

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /    /

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date:    /    /



# TERMS AND CONDITIONS

for École Cedardale

## GROUP SIZE

**IMMERSION TOURS DOES NOT MIX AND MATCH GROUPS.** Any group traveling with Immersion Tours will only travel with its group members, unless otherwise requested. Immersion tours can customize itineraries for groups of 12 or more.

## PRICES

Unless otherwise specified by Group Trip Proposal, all prices are in Canadian dollars and based upon participants lodging in quadruple occupancy. Prices are based on a minimum number of paying participants per group. Prices are subject to change at any time if the minimum number of participants on which the trip price is based is not attained, or for any of the following reasons: changes in programs, schedules, fees, taxes, exchange rates, or fuel surcharges.

## TOUR PACKAGE INCLUSIONS

Please refer to your Group Trip Proposal for a complete list of tour inclusions/exclusions as they may differ from one group to another.

## REGISTRATION

Registration forms must be completed and sent to the Immersion Tours offices with an initial deposit within 30 days following the initial group trip reservation. Registrations are accepted up to 30 days prior to departure and are subject to availability. Applicants under 21 years of age must have their registration form signed by parents or legal guardians.

The name written on the Registration Form must be the participant's full and complete name AS IT APPEARS ON HIS/HER ID PAPERS. Immersion Tours will issue tickets to names exactly as they are written on the registration form and will not be liable for costs or airline fees related to correcting name spellings or any problems caused by passport and ticket names not being the same.

## NECESSARY IDENTIFICATION PAPERS

**Air travel:** Airlines are required to check identification at the boarding gate for all passengers who appear to be 18 years of age or older. The name on the ID must match the name used on the ticket. The passenger must present:

- Two pieces of valid government-issued non-photo identification with **matching names** as long as at least one piece also includes the **date of birth and gender**;

OR

- One piece of valid government-issued identification with photo showing the **name, date of birth and gender**

Valid government-issued identification documents including name, date of birth and gender may be required when checking in for the flights.

For travelers **younger than 18**, an original birth certificate or non-government issued ID (e.g. a student card) is strongly recommended but not mandatory

Obtaining the proper identification papers is the sole responsibility of the traveler. Fees related to obtaining proper documents are to be paid by the traveler. Immersion Tours is not responsible in the case a traveler cannot obtain required documents in

due time and the inability to obtain those documents is not a reason for cancellation with refund.

## PAYMENT PROCEDURE

We accept checks and money orders. Credit card payment is also possible

Your Trip Organizer will let you know whom to write the checks to for the payment of your trip. In doubt, it should be made payable to Immersion Tours.

Immersion Tours (IT) has a simple payment policy without hidden costs:

No registration fees will be requested

Initial Deposit: \$350  
Due with the Registration form.  
Registration is confirmed only once a deposit is received by Immersion Tours.

Second Payment: 50% of the balance due  
Due to Immersion Tours by November 8, 2018. Lack of payment may result in automatic cancellation and the loss of the \$350 deposit.

Final Payment: Balance due  
Due to Immersion Tours by December 8, 2018. If the payment is not received by that day, registration is automatically cancelled and the cancellation policy applies

## RETURNED CHECKS

Bank-returned checks generate a non-refundable \$25 fee and a cashier's check or money order is mandatory to replace the returned item.

## LUGGAGE

Luggage is limited to 2 pieces per person including one suitcase and one small carry-on. Pack as lightly as possible. Immersion Tours is not liable for any damage, loss or delay of the luggage or its contents.

## ACCOMMODATION

Immersion Tours offers centrally located 3 and 4-star hotels.

Prices are based upon participants lodging in quadruple occupancy (2 beds). For a supplement, travelers may choose to lodge in a single, double or triple room. These rooms have to be reserved and paid for at least 60 days prior to the departure date. See Group Trip Proposal for price details. Fees will be charged for the addition of a cot/rollaway bed.

## GRATUITIES

Gratuities for the tour guide, bus driver, activities and meals are included in trip price.

## CHANGES IN ITINERARIES AND PROGRAMS

Immersion Tours reserves the right to make changes to the itinerary, suppliers, and/or activities at any time to ensure the success of the trip. These changes are not grounds for cancellation or refunds.

## NON-UTILIZED SERVICES

Any non-utilized service is non-refundable. If a client decides not to participate in an activity or not to use a service, the amount paid for this activity or service will not be refunded.

## TRANSPORTATION

Immersion Tours is not liable for any motor coach or flight delays, missed connection flights, layovers, or any expenses which may result from those motor coach or flight delays, missed connection flights, or layovers.

## CANCELLATION POLICY Unless otherwise specified by Group Trip Proposal

Immersion Tours must receive a written notice of cancellation in order for the cancellation to be valid. Applicants under 21 years of age must have their cancellation notice signed by a parent or legal guardian. A fax, email or letter confirming cancellation must be received at the Immersion Tours offices before the scheduled beginning of the trip for a refund to be issued. Trip cancellation or interruption after the scheduled beginning of the trip does not entitle participants to any refunds. All fees are per person, in Canadian dollars.

## INDIVIDUAL PARTICIPANT CANCELLATION

### Tours with and without flights

Number of days prior to departure date*	Cancellation Fee
91 days or more	\$350
90 to 65 days	50% of trip price
64 to 15 days	80% of trip price
Less than 15 days	100% of trip price

## COMPLETE GROUP TRIP CANCELLATION

### Tours with and without flights

Number of days prior to departure date*	Cancellation Fee
91 days or more	\$300
90 to 65 days	\$350
64 to 45 days	50% of trip price
44 to 15 days	80% of trip price
Less than 15 days	100% of trip price

*\*In reference to the date Immersion Tours receives written notification of the cancellation.*

## JURISDICTION

This agreement is governed by and construed in accordance with Quebec law and parties agree to submit any claim or matter arising under this agreement to the exclusive jurisdiction of the courts of Quebec.

## RESPONSIBILITY

Immersion Tours programs start with the beginning of the first service booked by Immersion Tours on behalf of the group, and end upon completion of the last service booked by Immersion Tours on behalf of the same group.

Immersion Tours cannot be held responsible for events beyond its control, such as (without limitation) acts of God, war, weather, terrorists activities, sickness, quarantine, strikes or government restrictions or regulations, substantial currency fluctuations (of 10% or more); nor in the absence of its own negligence, for personal injury, property damage, or loss of earnings, from any event whatsoever, caused by persons not controlled by Immersion Tours such as (without limitation) airlines, bus, bus companies, railways, taxis, hotels, sub-contracted agents, tour operators and all its suppliers.

Last Updated May 2018



# INCLUDED INSURANCE for participants age 69 and younger

## INCLUDED IN YOUR TRIP PRICE

The price of your trip includes the following insurance coverage provided by Manulife. This is only a brief description of coverage. Make sure you read the complete Premium Protection Plan\*\* for details on terms, insured risks, benefits, conditions, exclusions, limitations and definitions.

### TRAVEL BENEFITS AT-A-GLANCE\* (Sum Insured \$2,800)

#### Trip Cancellation & Trip Interruption Insurance

Trip Cancellation – Non-refundable prepaid travel arrangements	Up to Covered Amount (Maximum Covered Amount available : \$30,000)
Trip Interruption – Unused non-refundable prepaid travel arrangements	Covers unused non-refundable prepaid travel arrangements
Trip Interruption Transportation	Same class transportation to return home
Accommodation & Meals & Other Out-of-Pocket Expenses due to interruption (early or delayed return)	\$350 per day / Maximum 10 days (\$3,500)
Cancel For Any Reason (CFAR) coverage	See page 5 of the Premium Protection Plan flyer
Default Supplier Protection Coverage	See page 5 of the Premium Protection Plan flyer

#### Travel Disruption Insurance

Transportation	Same class transportation to next destination or to return home
Meals & Other Expenses	\$350 per day / Maximum 2 days (\$700)

#### Emergency Medical Insurance: Up to \$10,000,000

Expenses to receive Emergency Medical Attention	Up to policy maximum
Expenses related to your death	Repatriation of Remains: Included in policy maximum Cremation or Burial at Destination: Up to \$10,000
Expenses for Emergency Medical Evacuation – Return to your Province or Territory of Residence	Included in policy maximum
Extra Expenses for meals, hotels, communication & local transportation	\$500 per day / Maximum 10 days (\$5,000)
Expenses to bring someone to your bedside	Unlimited Round-Trip Economy Transportation to Bedside + \$1,000 for Accommodation & Meals

#### Baggage Loss, Damage & Delay Insurance

Lost/Stolen or Damaged Baggage	\$750 per item/ up to a maximum of \$1,500
Lost/Stolen Passport or Travel Visa	Up to \$500
Common Carrier Delay of Baggage	Up to \$750
Common Carrier Delay of Sporting Equipment	Up to \$500

#### Travel Accident Insurance

Air Flight Accident	Up to \$250,000
Travel Accident	Up to \$50,000

#### What is covered under Trip Cancellation and Trip Interruption Insurance?

Trip Cancellation and Trip Interruption Insurance provides coverage, if due to an unexpected event, you or your travel companion must cancel or interrupt the trip or the return is delayed beyond the scheduled return date.

**PLEASE NOTE:** You must notify us that you intend to submit a claim for Trip Cancellation or Trip Interruption as soon as you are aware that an event has occurred that will require you to cancel or interrupt your trip.

To cancel a trip before your departure date, you must cancel your trip with your travel agent or travel supplier on the day the cause of cancellation occurs or on the next business day at the latest. This is important as reimbursement for non-refundable prepaid travel arrangements are based upon the cancellation penalties in place at the time of the cause of cancellation (or the next business day). As these penalties increase as you approach your departure date, your reimbursement may be reduced if there is a difference in the travel supplier imposed penalties that existed at the time of the cause of cancellation as opposed to those in place when you actually cancelled your trip.

#### What are the benefits under Trip Cancellation Insurance?

**FOR TRIP CANCELLATION:** If you are unable to travel due to any unexpected event that occurs before the departure date stated on your confirmation of coverage, we will pay, up to the covered amount as indicated on your confirmation of coverage:

- A. For the prepaid unused portion of your travel arrangements that are non-refundable; and
- B. For any published cancellation fees and/or amendment fees that you have incurred if you cancelled your trip, provided the cost of those fees were included in the covered amount for your trip cancellation coverage.

OR

If your travel companion must cancel his/her trip due to such unexpected event and you decide to travel as planned, we will pay for your next occupancy charge, up to the covered amount as indicated on your confirmation of coverage.

\*This is only a brief description of the description of coverage(s) available. The Premium Protection Plan contains terms, insured risks, benefits, conditions, exclusions, limitations and definitions.



## WHAT DOES THIS POLICY NOT COVER?

### TRIP CANCELLATION OR TRIP INTERRUPTION INSURANCE

Your Trip Cancellation or Interruption claim **WILL NOT BE COVERED** if caused by or resulting from any of the following situations:

1. Any reason, circumstance, event or medical condition, which you were aware of at the time this insurance was purchased, and which ultimately prevents you from starting and/or completing your trip as booked.
2. A medical condition for which, at the time of purchasing this insurance:
  - a) a physician advised you NOT to travel;
  - b) you received a notice of terminal prognosis (which means that a physician told you that you have less than 6 months to live);
  - c) you were aware that during your trip you would require either i) kidney dialysis or ii) home oxygen.
3. Any loss or any medical condition you suffer or contract in a foreign country, region or city during your trip, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city.

### EMERGENCY MEDICAL INSURANCE

Your claim for Emergency Medical expenses **WILL NOT BE COVERED** if such expenses were incurred, caused by or resulted from any of the following situations:

1. A medical condition when you knew or for which it was reasonable to expect, before you left home, that you would need medical attention for that medical condition during your trip.
2. A medical condition for which future investigation or treatment was planned before you left home.
3. Any medical treatment or services received if, before you left home:
  - a) a physician advised you against travel;
  - b) you received a notice of terminal prognosis (which means that a physician had told you that you have less than 6 months to live);
  - c) you had been prescribed either i) kidney dialysis or ii) home oxygen for use during your trip.
4. Any treatment that is not for an emergency.
5. Participation in the following activities:
  - a) mountain-climbing using ropes and specialized equipment, rock-climbing or hang-gliding, unless accompanied by a qualified instructor;
  - b) your professional participation in a sport when that sport is your principal paid occupation;
  - c) any motorized speed contest or race;
  - d) any underwater activity deeper than 10 metres involving the use of a self-contained underwater breathing apparatus (unless you hold an open water diving certificate or are accompanied by a qualified instructor).
6.
  - a) your willful self-inflicted injury;
  - b) your suicide or attempted suicide;
  - c) your abuse of drugs, medication or alcohol.
7.
  - a) your routine prenatal care;
  - b) your pregnancy, childbirth, any complication(s) related to your pregnancy or childbirth, when any such event, in any combination, happen(s) in the nine (9) weeks before or after the expected date of delivery;
  - c) your child born during your trip.
8. Any loss or any medical condition you suffer or contract in a foreign country, region or city during your trip, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city.

### BAGGAGE LOSS, DAMAGE & DELAY INSURANCE

Your claim for Baggage Loss, Baggage Damage or Baggage Delay **WILL NOT BE COVERED** if it is caused by or results from any of the following situations:

1. Animals, perishable items, bikes that are not checked as baggage with the common carrier, household items and furniture, artificial teeth or limbs, hearing aids, glasses of any type, contact lenses, money, tickets, securities, documents, antiques or collector items, items that are fragile, items that are obtained illegally, or articles that are insured on a valued basis by another insurer.
2. Damage or loss resulting from wear and tear, deterioration, defect or mechanical breakdown.
3. Personal property left unattended in public, in unlocked commercial accommodations or in unlocked vehicle.
4. Jewellery or camera placed in the custody of a common carrier.

### FLIGHT OR TRAVEL ACCIDENT INSURANCE

Your Flight or Travel Accident claim for death, loss or disablement **WILL NOT BE COVERED** if it is caused by or results from any of the following situations:

1. Your participation in the following activities
  - a) mountain-climbing using ropes and specialized equipment, rock-climbing, hang-gliding, parachuting or sky-diving;
  - b) your professional participation in a sport when that sport is your principal paid occupation;
  - c) any motorized speed contest or race.
2.
  - a) your willful self-inflicted injury;
  - b) your suicide or attempted suicide;
  - c) your abuse of drugs, medication or alcohol.
3. Any accidental injury you suffer or contract in a foreign country, region or city, when, before the departure date stated on your confirmation, the Government of Canada issues an 'Avoid Non-Essential Travel' or an 'Avoid All Travel' Travel Advisory, advising Canadians not to travel to that specific country, region or city.

\*This is only a brief description of the description of coverage(s) available. The Premium Protection Plan contains terms, insured risks, benefits, conditions, exclusions, limitations and definitions.

