### New Fairfield Public Schools Notification of Field Trip

Consolidated	Mee	eting House	Middle So	hool	X High School		
				Today's Date	: 1-3-18		
Teacher in charge:Robert H	unt						
Destination: Montreal/Quebec City			Date of Trip: June 25-29 , 2018				
Location (city/state): Canada							
Specific Group or class attending: French Students  Number of students				tudents:42			
Type of transportation: Motorcoach				# of students per bus:42			
				# of buses rec	quired: 1		
Cost per person: \$1300 =doi	uble occ	Time of Departure	: 8 a.m.	Time of Re	turn: 6 p.m.		
Explanation of cost: EF tour	s, transpor	tation, lodging, sig	htseeing, food				
Names of faculty cha	aperone(s):		Names of no	n-faculty chape	rone(s):		
Robert Hunt			To Be Determin	ed			
Brief description of the educational purpose of the trip and its connection to the district/school mission statement: French students will be able to explore life immersed in a French-speaking culture. Students will be able to practice their communication skills first hand. Highlights of this trip include: History of Montreal and Quebec, tour of Old Montreal, Underground Montreal, La Ronde (former Olympic sight), St. Lawrence River sunset cruise, Plains of Abraham battlesight, walking tour of Old Quebec.							
Signature of teacher in charge: Robert V. Date: 1-3-18							
Adm. Approved:			Da	ite:1/16/	18		
Supt. Approved:		-	Da	te:			

### **Instructions:**

- Complete and submit this form for administrative approval at least two weeks prior to the date of the trip.
- Send home Field Trip Permission Slip after all approvals on this notification are granted.
- Collect monies for any field trip only after the signed parental permission form (attached) for each student going
  on the trip has been returned.
- Follow all school requirements for office/registrar/nurse notification regarding field trips.



## Bonjour, Quebec

Prepared for: Robert Hunt

New Fairfield High School December 21, 2017

Requested Tour Dates: June 25 - June 29, 2018

### Your partner in global education

As the **World Leader in International Education**, EF has partnered with educators around the world for over 50 years to help students gain new perspectives and build skills for the future through experiential learning. We provide a range of travel programs—Educational Tours, Foreign Language Tours, Service Learning Tours and Custom-Designed Tours—that provide in-depth exploration, authentic connections and hands-on experience. Every EF program is designed to:

- Explore destinations to gain awareness of global perspectives and connections
- Promote understanding, respect for different cultures, language learning and global citizenship
- Align with school curricula to bring subjects, people, places and events to life
- Provide settings to sharpen key 21<sup>st</sup> century skills—critical thinking, problem solving, communication, collaboration and global competence
- Develop interpersonal and leadership skills necessary to navigate new experiences with confidence and adaptability

### What we'll cover in this document

We've created this document specifically for you, your school and your students. It outlines the details of your proposed tour and the life-changing experiential learning opportunities that await your students.

### PAGE

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- 3 Our commitment to safety
- 4 Our commitment to education
- 5 We'll handle the details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour and date(s) specifically mentioned herein. For additions, subtractions or modifications, please contact your EF tour consultant.

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### Our commitment to safety

Our demonstrated commitment to safety and risk management is proven with our preventative procedures and extensive measures taken to ensure each traveler's safety.

### **WORLDWIDE PRESENCE**

As the largest global student travel organization, we have 500 schools and offices in more than 50 countries worldwide. With 43,000 EF staff and teachers around the globe, we're accessible wherever and whenever you need us.

### \$50 MILLION LIABILITY PROTECTION

- All EF Explore America Group Leaders are covered for the duration of their EF educational tour.
- EF's Commercial General Liability Insurance is provided by nationally recognized insurance companies with A.M. Best Ratings of A-.
- Group Leaders and their schools are covered by our \$50 million liability policy and customer payments are protected by a \$1 million customer protection plan.
- To receive a certificate of insurance that names you or your school as a certificate holder, please contact your Tour Consultant at 1-800-503-2323.

### **COVERAGE FOR EVERY TRAVELER**

Designed specifically with EF Explore America travelers in mind, your program fee includes our Peace of Mind Program, Illness and Accident Coverage and 24-hour emergency assistance.

### Illness and Accident Coverage

- Hospital and doctors' fees and medical transportation for illness or injury sustained on tour\*\*
- Travel and accommodation expenses for two family members to be with you in the event of a life threatening illness
- Combined coverage up to \$15,000 for above situations\*\*

### 24-hour Emergency Assistance

Assistance and handling of claims during your tour\*\*

### EF's Peace of Mind Program

At EF, we understand that plans can change due to unforeseen circumstances. EF's exclusive Peace of Mind Program ensures:

Teachers can work with EF Explore America to change their tour's travel dates, modify their tour plans, find an all-new tour or cancel their tour up until 45 days prior to departure. When canceling in this time period, all travelers will receive a transferable travel voucher.

### PROFESSIONAL OVERNIGHT SECURITY

There's no need for sleepless nights as a Group Leader or chaperone. We provide professional overnight security at your hotels dedicated specifically to your group, letting you rest easy knowing your travelers are safe in their rooms.

### INDUSTRY-LEADING CHAPERONE-TO-STUDENT RATIO

Having more eyes on what matters is easy when you have the best chaperone-to-student ratio in the industry on your side.

### Highly respected in the industry by:











<sup>\*\*</sup>Some restrictions apply. For more information, read our Booking Conditions at efexploreamerica.com/booking-conditions

### Our commitment to education

We believe the best way to help students gain new perspectives and build skills for the future is through experiential learning.

### weShare, a more engaging learning experience

You know students learn on a deeper level when what you're teaching connects to their own lives. That's why every tour comes with weShare, a personalized learning experience powered by your students' curiosity. Using EF's guided learning model, students use their strengths to investigate an issue or topic that inspires them. They reflect on what they've learned through a post-tour project that gives even more meaning to travel—and can even earn them academic credit.

### **ACCREDITATION**

EF is accredited, just like your school, and recognized by the following regional, national and international organizations: Middle States Association of Colleges and Schools (MSA-CES); Western Association of Schools and Colleges (WASC); Southern Association of Colleges and Schools (SACS-CASI) North Central Association (NCA-CASI); National Council for Private Schools Accreditation (NCPSA); and Accreditation International (AI).

### A STANDARD OF EXCELLENCE

Our educational travel programs bring to life the knowledge and skills that are called for in many education initiatives, including:

- Partnership for 21<sup>st</sup> Century Skills (P21)
- International Baccalaureate PYP, MYP, Diploma, IBCC
- Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects
- Global Competence Criteria—defined by the Asia Society and Council of Chief State School Officers
- Global Connection Standards in the National Curriculum Standards for Social Studies
- Culture and Connections Standards in the Standards for Foreign Language Learning
- Standards of Professional Learning—defined by Learning Forward

### **EARNING CREDIT**

Students can earn credit by traveling on an EF tour and completing required coursework. We offer choices, so you can find the credit option that best fits you and your students' needs.

• Students in grades 7-12 can earn elective credit for completing assignments before, during and after their EF tour, setting themselves apart from other college applicants.

### Accredited by:











### We'll handle the details

As your educational travel partner, we work with teachers, students and parents to ensure a seamless experience—before, during and after tour. In other words, we're with you every step of the way.

### **BEFORE TOUR**

### Support team and resources

Dedicated Tour Consultants guide teachers through the planning process and provide support every step of the way. We give teachers their own personal tour website with helpful tools to share tour information, manage deadlines and more. An array of print materials is provided to teachers, students and parents, too.

### Traveler account management

Our knowledgeable and friendly Traveler Support Specialists help travelers and their parents with any questions they may have. From taking enrollments to handling payments and more, they've got it covered. We also offer flexible and convenient payment options that allow parents to choose when—and how—they want to pay, as well as personal Traveler Websites to make payments and see tour details.

### **Educational Travel Advisors**

EF Explore America Group Leaders can connect with Educational Travel Advisors (ETAs) to learn more about leading a tour. ETAs are experienced Group Leaders who volunteer their time and expertise to help more teachers and students have successful, rewarding travel experiences.

### WHILE ON TOUR

### **Everything is included**

This all-inclusive experience makes it easy for teachers and students to explore the world. From round-trip transportation and hotels to most meals and experiential activities, we take care of every detail so travelers can focus on the experience.

### **Expert Tour Directors**

Part logistical genius, part tour guide, and full-time traveler extraordinaire, your Tour Director is with your group from the time you arrive in your destination until you head back home to ensure a smooth travel experience. Trained in inquiry-based learning, our Tour Directors get to know students personally, challenge them to think critically and help create inspiring and motivating experiences to ensure no moment is wasted on tour.

### **AFTER TOUR**

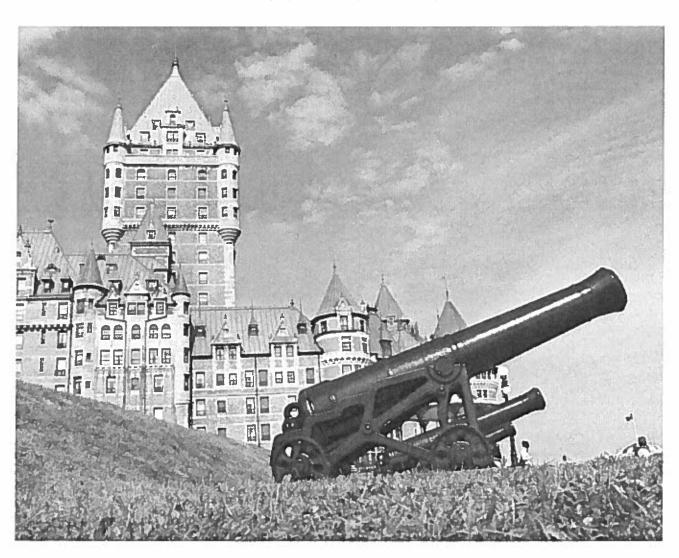
### Program development

We'll work with you to build a travel program at your school that expands your students' perspectives and confidence, and gives them the opportunity to experience the world. After tour, we gather feedback from our Group Leaders and Tour Directors and obsess over all the details—so you don't have to—to learn what works, what you love, and what you need from us. This allows us to continually offer the best possible experience for our travelers.



# **BONJOUR, QUÉBEC**

5 Days | Montréal | Québec City



### Your itinerary

### Day 1

### Welcome to Montreal!

### **Explore Montreal with your Tour Director**

Led by your Tour Director, explore and learn about Montreal's 350-year, French-influenced history, which began with the founding of a Christian mission. Your Tour Director will add their personal unique touch to discover some of Montreal's iconic neighborhoods and landmarks.

### Visit Notre-Dame Basilica in Old Montreal

When it was founded in 1642, the village, then known as Ville-Marie, had its first wooden chapel inside the palisade at Pointe-à-Callière, today the site of Montreal's major archaeological museum. The Notre-Dame Basilica possesses some of the finest Gothic Revival architecture in North America, where it was the first full example of this major style. Come and take in the splendor of one of the most significant parts of the Catholic heritage in Montreal.

### Dinner in Montreal

Enjoy a group dinner at one of Montreal's popular restaurants.

### La Ronde Amusement Park

Visit this thrilling amusement park, which features 40 rides and attractions including several exhilarating roller coasters, one of which is the tallest wooden roller coaster in the world!

### Check into your Hotel in Montreal Area

Overnight in Montreal

### Day 2

### **Breakfast in Montreal**

Enjoy breakfast at your hotel or a nearby restaurant.

### **Explore Mont Royal**

The jewel of Montreal's city parks, this 200-hectare park occupies part of the mountain that overlooks Montreal and includes the highest spot in the city.

## Guided sightseeing of Montréal by a step-on tour quide or your Tour Director

With a licensed local step-on guide, discover the cultural and historical highlights of Montréal. Ascend Mont Royal to the expansive green park at its summit, designed by American landscape architect Frederick Law Olmsted, mastermind of New York City's Central Park. The 98-foot cross at its peak commemorates the 1643 climb by de Maisonneuve, founder of Montréal. Take in Jacques Cartier square, a car-free zone during summer and an entrance to the city's Old Port. See also the British-influenced quads and buildings of McGill University, founded in 1821. Then visit the Basilica of Notre-Dame de-Montréal, a magnificent example of French- Canadian architecture that once hosted national separatist rallies and is the largest church in Canada.

### Free Time Underground Mall, Montreal

### **Upgraded Dinner in Montreal**

Enjoy a group dinner at one of Montreal's popular restaurants.

### **Evening Activity in Montreal**

Spend the night playing Laser Quest, Bowling or experience an IMAX movie. You may be familiar with IMAX, but did you know that the IMAX motion picture projection system was invented by a group of Canadian filmmakers and entrepreneurs? They created the first IMAX for Montréal's EXPO '67.

Overnight in Montreal

### Day 3

### **Breakfast in Montreal**

Enjoy breakfast at your hotel or a nearby restaurant.

### Transfer from Montreal to Quebec City

### **Lachine Canal**

The Lachine Canal runs 14.5 kilometres from the Old Port to Lake Saint-Louis. The Canal is more than an inland waterway, as it is also an accessible urban park that astonishes with its rich history. The activities and facilities at the Canal give you the opportunity to learn about the history of this site of significance to Canadian industry and navigation, all while enjoying a unique urban environment.

### **Tour Director Orientation of Upper Town**

Begin with a walk of Quebec City's impressive Upper Town. Located on cliffs 100m high, Upper town was where the government of New France was originally located. Though originally founded by Jacques Cartier, Quebec City was abandoned after less than a year because of the hostility of the Native peoples and the incredibly harsh winter. In 1608, Samuel de Champlain returned and built a new settlement. He became known as 'the Father of New France', the Francophone population has been there ever since.

### Dinner in Quebec City

Enjoy a group dinner at one of Quebec City's original and delicious restaurants.

### Check into your Hotel in Quebec City Area

Overnight in Quebec City

### Day 4

### Standard Breakfast Quebec City

Enjoy a group breakfast at the hotel or a nearby restaurant.

### Photo Stop on the Dufferin Terrace

Stop for a group photo in front of the Chateau Frontenac.

## Guided sightseeing of Quebec City by a licensed tour guide

A licensed local guide leads today's exploration of historic Québec City. View the regal baroque-style Château Frontenac; here, President Roosevelt met with Churchill and other leaders of the Allied Nations during World War II. Continue into the Basse Ville to the well-preserved Place Royale, site of Samuel de Champlain's original French colony. Cross the Plains of Abraham, where General James Wolfe's British army defeated the Marquis de Montcalm's troops in 1759, thereby ending French rule in Québec. Then, stop at the Citadel. Perched above the St. Lawrence River, this magnificent fortress is still used by Canadian troops. Near the Citadel you'll see Porte St-Louis, a wide medieval gate in the city walls constructed in the late 1800s.

### Workshop at the Plains of Abraham

Steeped in Canadian history, the Plains of Abraham was the site of a battle that shaped Canada's destiny. In 1759, British General Wolfe defeated French troops under the command of General Montcalm. Though the British defeated the French, both Generals were mortally wounded during the battle. Go over the strategies, load rifles and guns, become an expert in artillery, treat your wounded fellows who fell on the battlefield.

### **Explore Quebec City with your Tour Director**

Your Tour Director will add a personal touch while leading you through Québec's charming Old City, the 17th-century heart of this French-influenced province. As you stroll down rue Petit-Champlain, the oldest street in North America, note that Québec is the only walled city north of Mexico.

### Dinner in Quebec City

Enjoy a group dinner at one of Quebec City's original and delicious restaurants.

## Dance the night away aboard the Quebec City Disco Cruise

Dance the night away on a boat cruise down the St. Lawrence River, a waterway that stretches for more than 620 miles.

Overnight in Quebec City

### Day 5

Standard Breakfast Quebec City
Enjoy a group breakfast at the hotel or a nearby
restaurant.

Tour Director Led Sightseeing of the Beaupre Coast Take a drive along the Côte-de-Beaupré. You will explore Avenue Royale, Canada's oldest road. This is where the first farmers of the New France colony settled. Still today, you can see the land and ancestral houses that confirm the agrarian past of the region.

Montmorency Falls Sightseeing & Suspension Bridge Pass through the picturesque terrain surrounding Québec City to towering Montmorency Falls, which cascades from a height of 82 meters (30 meters higher than Niagara Falls) where the Montmorency and St. Lawrence rivers meet.

### Depart for home

## **TOUR PRICE QUOTE**

### BONJOUR, QUÉBEC

PREPARED FOR	PREPARED ON
Robert Hunt	December 18, 2017
YOUR TOUR NUMBER	YOUR TOUR WEBSITE

### **ALL-INCLUSIVE PRICE**

Based on a private tour with 40 – 44 paying travelers Price valid for travelers enrolled by January 31, 20188

Student	Adult
\$1,195	\$1,295

	STUDENT	PRICE PER ADULT
45 – 49	\$1,155	\$1,255
40 – 44	\$1,195	\$1,295

Protect your travelers with the Anytime Protection Plan for \$79.

Ask your Tour Consultant for details.

For every 10 paying travelers, 1 chaperone travels FREE

Adult supplement required for age 20 and older at the time of travel. Change and cancellation fees of up to the total price will apply. All prices subject to verification by an EA tour consultant. To view EA's Booking Conditions, visit EFExploreAmerica.com/BC.

Breakfast excluded on day of armival; clinner excluded on day of departure (Unless otherwise noted)

### Your travel details

### **TOUR LENGTH**

5 days

### DEPARTING FROM

New Fairfield High School

#### REQUESTED TRAVEL DATES

Monday, June 25, 2018 - Friday June 29, 2018

### Your experience includes

#### **MOTORCOACH TRANSPORTATION**

HOTEL ACCOMMODATIONS (2 STUDENTS PER ROOM, 2 ADULTS PER ROOM)

### OVERNIGHT SECURITY

**MEALS AS SPECIFIED** 

#### **ALL GRATUITIES**

### **GUIDED TOURS AND ACTIVITIES**

### FULL-TIME TOUR DIRECTOR

Your Tour Director stays with your group 24/7, providing local insight and knowledge, while handling every on-tour detail.

### TRAVELER RESOURCES

We offer travelers flexible payment options as well as a dedicated support team to manage finances and answer tour questions,

### 24-HOUR EMERGENCY SUPPORT

Travelers and families can count on EF's dedicated emergency service team while on tour.

### EXPERT TOUR PLANNING

Your dedicated EF team provides expertise every step of the way—from recruiting and enrotting travelers to planning end managing your tour.

### WESHARE-ACCREDITED LEARNING

Our online tearning platform engages students in activities before, during and after tour, with the option to create a final project for academic credit.

### ILLNESS AND ACCIDENT COVERAGE

Rest easier knowing your travelers are covered on tour with EF's comprehensive coverage plan.

### \$50 MILLION LIABILITY POLICY

Group Leaders and schools are protected while on tour.

### **NEW FAIRFIELD PUBLIC SCHOOLS**

New Fairfield, Connecticut

## Field Trip Permission Slip

My son/daugnter:			Grade			
at Montreal/Quebec City						
	Specific Destination	n			_	
On <u>June 25-29, 2018</u>	, From <u>8</u>	amTo_	6pm	for <u>\$1300</u>		
Date	Approximate Times		·			
Robert Hunt			Coach	Bus		
Teacher(s) in Charge		M	Mode of Transportation			
Parent(s) Name	Work Phon	ne Home F	hone	Cell Phone	<del></del>	
Emergency Contact (Other than parents)		Contac	Contact Phone #			
INSURANCE: My son/daught	er is covered for injur	v under an effecti	ve insura	nce policy with	•	
, co.,, co.,	57 10 00 00 10 10 10 11 11 11 11 11 11 11	•		•		
		ID#				
<b>EMERGENCY MEDICAL AU</b>						
In the event reasonable attempts	to contact me have be	en unsuccessful, l	hereby gi	ve my consent fo	or (1) the	
administration of any treatment of	leemed necessary by th	ne doctor or dentist	named b	elow, or, in the e	vent the	
designated preferred practitioner	is not available, by and	ther licensed phys	ician or de	entist: and (2) the	e transfer of the	
child to any hospital reasonably						
• •			-			
opinions of two licensed physicia		ng the necessity to	r such sui	gery, are obtaine	sa prior to trie	
performance of such surgery, if a	it all possible.					
Doctor:		Phone:				
Dentist:						
Demist.		1 110110				
Facts conserving the shild's m	adiaal biotaas industri	a alleraine med	laatiana h	aina takan and	Lony physical	
Facts concerning the child's m	-		ications t	eing taken and	any physical	
impairment to which a physicial	an should be alerted t	o are:				
<b>Day Trips</b> : Prescription medication	will be dispensed by the to	eacher as per the Me	edication A	uthorization Form	on file at the school.	
Overnight Trips: If prescription med	dications or OTC medicati	on not listed below a	ire to be tal	ken, the Authoriza	tion for the Administration	
of Medicines by School Personnel n	nust be completed. It is a	vailable at the nurse	s office.			
Non Prescription Medications: Pl	ease check those medical	tions you are willing	to authoriz	e the designated to	eacher to administer if	
necessary.				_		
·						
(please circle) Acetaminophen	(generic Tylenol)	Ibuprofen (generic A	dvil)	Antacid	Benadryl	
I agree that the foregoing infor	mation is correct and	complete and I a	gree to its	s implementatio	n:	
Signature of Parent/Guardian			Date:			
NOTE: Failure to complete this t	orm in its entirety will b	reciuae vour child i	irom eliait	mily to attend the	addicable activity.	

Important Cancellation Agreement: In case of an emergency or unanticipated danger, the Board reserves the right to cancel, modify or shorten any field trip before, during or after it has begun. Should the tour operator or other third party be unable or unwilling to refund any pre-paid costs, the Board shall bet be responsible for refunding any monies., While field trips are related to curriculum, there is no requirement to participate and non-participation will not impact your child's grade.

### Montreal/Ouebec City Trin Student/Parent Contract

The Montreal/Quebec City trip is an opportunity for juniors and seniors at New Fairfield High School explore and experience the culture, language, and natural wonders of one of the most biodiverse countries in the word! It is our intention to provide you with an educational experience where you will learn about environmental sciences, biodiversity, and Montreal/Quebec City culture. The experience should be one of lasting memories!

It is the expectation that all students who attend the trip will represent themselves and New Fairfield High School with the utmost dignity and respect. The REBEL values of Respect, Engage, Belong, Excel, and Lead are values that we want to take with us. In order to participate in the Montreal/Quebec City trip, you must be in good academic and social standing. Listed below, but not limited to, are several requirements that you must continue to meet in order to be able to attend the Montreal/Quebec City trip scheduled for June of 2018.

- 1. Students MUST complete this Student-Parent Contract (please make a copy for your records). Deposits are not accepted until this form is completed AND handed in.
- 2. Academic requirements:

Parent/Guardian's Signature

- a. Students may not have more than one "F" at the end of the 4th marking period (End of the semester) in order to participate. Reminder to American Studies Students that this class counts as 2 classes. Failure of this one class will make you ineligible to attend.
- b. Any student who is in danger of failing should seek extra help through the NHS tutoring on Tuesdays and Wednesdays in the school library and/or seek extra help from a teacher. Please see Mr. Hunt for guidance, as we want to help you remain academically eligible to attend the trip.
- Any student who has failed 2 or more classes will lose payments made towards the trip and will not be able to attend.
- d. Students must be in accordance with class attendance policy for each of your classes—you may not be in danger of losing credit for ANY class.
- 3. Students MUST NOT receive ANY SUSPENSIONS (IN OR OUT OF SCHOOL) from the time when payment is made until we leave for the trip. Students will not receive any refund.

Offenses During the Trip	Consequences
A. Possession, Use, or Sale of Illegal Substances and/or	*Stay on bus with chaperone during activity (partial or
Paraphernalia	duration)
*alcohol, drugs, tobacco products, vape/e-cigarette devices	*B #4
B. Fighting	*Possible arrest
C. Inappropriate contact/public display of affection	*Discipline for return to school established by NFHS Code of Conduct
D. Theft	
E. Disrespect *chaperones, tour guides, government officials, restaurant employees, hotel employees, etc.	*If any major offenses occur during the trip, the student may be sent home at the parents' expense.
F. Leaving Rooms after Curfew (including hotel policy of inter-room travel)none after 10 P.M.	
G. Smoking	
	I
I,	, hereby understand what is expected of me both academically
and socially while attending the trip to Montreal/Ouebec City I r	nust adhere to the code of conduct established by the New Fairfield
High School (found at www.newfairfieldschools.org). This inclu	
	•
expectations of me while attending this trip. I hereby agree to the	e terms of this contract. My signature below indicates my
understanding of the privilege of attending this trip as an educati	onal tool to learn. My signature below also acknowledges that if I am
in violation of the code of conduct I may be sent home at my ow	n expense
	·· expense.
Student's Signature	Date

Date

## AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL

The Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications, or in her absence, the principal or teacher designated to administer medications. Medications must be in pharmacy prepared containers and labeled with name of child, name of drug, strength, dosage, time of administration, physician's or dentist's name and date of original prescription. OTC drugs must be in their original containers, labeled with student name, dosage, and time of administration.

PHYSICIAN OR DENTIST'S ORDER:	
NAME OF STUDENT	DATE OF BIRTH
ADDRESS	
Condition for which drug is being administered during field trip	
DRUG: name, dosage, and method of administration	
Time of administration	
Relevant side effects to be observed	
If there are side effects, plan for management	
Is this a controlled drug? Yes or NO If yes, DEA number	
PHYSICIAN'S/DENTIST'S NAMEPrint name	PHONE:
ADDRESS	
PHYSICIAN'S OR DENTIST'S SIGNATURE	
DATE	
AUTHORIZATION FOR SELF-ADMINISTRATION: (EMER Students will be allowed to self-administer medications of threatening and there is a written order from a licensed physicia authorization of the parent or guardian of the student requesting	only when the health problem could be life an for self-administration with written
Physician's Signature	Date
Parent or Guardian's Signature	Date
Nurse/Principal/Teacher Signature	

AUTHORIZATION BY PARENT/GUARDIAN FOR THE ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL. (Most Medications)

Delito de l'Elito d'intelle (Most Medications)	
To School Personnel:	

I hereby request that the medication stated previously, ordered by the physician/dentist for my student					
be administered by school personnel. The prescribed					
medication will be placed in the original container dispensed and properly labeled by a physician or pharmacist					
with my student's name, dosage, and time of administration. OTC medications will be placed in unopened,					
original containers and labeled with student's name, dosage, and time of administration. All containers will then					
be placed in a paper or plastic bag with student's name written clearly on the outside of the bag with the time					
(AM OR PM) of administration. I understand that I must supply only the required amount of medication for the					
duration of the trip. Original containers and OTC medications will be given back to students on the last day of					
the trip by the school administrator.					
SignatureRelationship to Student					
Telephone:					

### **BOOKING CONDITIONS**

### **DETAILS**

These terms and conditions apply for all tours departing on or between October 1, 2017, and September 30, 2018. Participants enrolling on tours departing between October 1, 2018, and September 30, 2019, are subject to these Booking Conditions as well as any changes to the 2019 Booking Conditions and payment and cancellation schedules. These Booking Conditions are subject to change at any time with or without notice. Your agreement to these Booking Conditions constitutes your agreement to any updates which can be found online at efexploreamerica.com/bc. EF Explore America tours are sold and operated by EF Explore America, Inc. (hereinafter referred to as "EF").

### **GROUP TRAVEL**

Group travel is a great way to open your child's eyes and let them interact with new people, places and things. Here's some information to help get you started:

### What is a private group?

As a bussing group, you are automatically part of a private group. This means you will have the privacy of your own tour bus and Tour Director throughout your trip. The Program Fee for a private group is based on a minimum number of actual paying participants per bus and is subject to a price increase if the minimum is not met. Depending on the size of your group, it may be necessary to divide into smaller groups due to limited space at hotels, restaurants and sightseeing venues, as well as on trains and buses.

### Who meets groups upon arrival?

Groups bussing from their hometown will be met by their Tour Director at their first scheduled activity in the destination city.

### Can my itinerary change?

It may be necessary for EF to modify the order in which sites are visited, alter the duration of stay in a city, etc. EF makes every effort to ensure that the itinerary changes as little as possible. On certain dates, especially holidays, or due to arrival or departure times some tour inclusions may be unavailable. In this case, EF reserves the right to substitute inclusions at its discretion. By bussing, your departure and arrival date should not change, but the timing that you get in may vary based on traffic conditions, weather, or unexpected delays.

### PEACE OF MIND PROGRAM

We want every child to feel inspired and engaged while on tour. More importantly, we want them to feel safe. Should your school board deem it not a safe time to travel, your Group Leader can change your group's tour up until 45 days prior to your scheduled tour date. EF Explore America gives your group the flexibility to change your tour and/or departure date for complete peace of mind. The revised tour must depart no later than September 30, 2018, EF must be notified in writing by the school board within seven days of the change in policy not to allow any travel for safety reasons. In this event, all payments will be transferred to the new tour. If there are additional fees resulting from the tour/date change, participants will be responsible for the increase. Travelers missing any payment deadlines must pay any incurred late fees to qualify for this program. EF Explore America will make every effort to accommodate revised four requests. If under 45 days prior to departure, additional fees may be assessed to cover any cancellation penalties levied by our suppliers. Tours may only be changed once. Participants canceling from a revised tour will be charged a cancellation fee based on the date that the original tour was changed or the current tour's cancellation fee, whichever is higher. Benefits of

the Peace of Mind program are only available to the entire group and not to individual travelers. Call for more details.

### 45 Days or More Prior to Departure

- Change the travel dates of your group's current tour
- Work with EF Explore America to modify your group's current tour or find a new four.

### 44 Days or Less Prior to Departure

- Change the travel dates of your group's current tour
- Work with EF Explore America to modify your group's current tour or find a new tour
- Fees assessed if tour or date change results in penalties from our suppliers

### **PAYMENT DETAILS**

#### How do I pay for tour?

Easily! With our flexible payment options, you choose when—and how—you want to pay.

You can pay in full upon enrollment, or choose to pay over time. With our free Automatic Payment Plan, you can have your payments automatically deducted from your checking account or ATM/debit card on a monthly or bi-weekly schedule. While enrolled on the Automatic Payment Plan your final payment is extended up to one month before your tour.

Or choose our Manual Payment Plan (\$20 plan fee) to pay in larger installments less often using an ATM/debit card, credit card or personal check,

### **Automatic Payment Plan Terms and Conditions**

- Travelers must select a payment method of either direct debit from a checking account or an ATM/ debit card (card must display the Visa or MasterCard logo).
- EF must have the checking account or card holder signature on the Enrollment Form, electronic signature or verbal authorization indicating agreement to EF's Automatic Payment Plan Terms and Conditions before the plan is activated.
- A minimum of three months of automated payments are required. Travelers
  who are not eligible for the Automatic Payment Plan must pay in full upon
  enrollment or enroll in the Manual Payment Plan.
- Travelers must provide a valid billing email address and pay the tour's \$95 Enrollment Fee before the plan is activated.
- Travelers who choose monthly payments must choose a date between the 1st and 26th of the month on which their account will be automatically debited.
- Travelers who choose bi-weekly payments must choose a weekday on which their account will be automatically debited.
- Due to weekends and holidays, EF reserves the right to debit the travelers' account up to three days after the scheduled date.
- The Automatic Payment Plan amounts are subject to change if four items or payments (other than the Automatic Payment Plan) are added or removed in excess of \$20. All other items or payments totaling \$20 or less that are added or removed will only be reflected in the final payment.
- After the Automatic Payment Plan's final scheduled payment, any additional items are due at time of purchase. Payments will no longer be automatically deducted.
- A non-refundable \$35 fee will be assessed each time a payment is returned or declined in the Automatic Payment Plan. In these cases the plan will be recalculated to have the missed payment redistributed across the remaining schedule. EF reserves the right to withdraw travelers from the plan for returns or declines in two consecutive payments. Should the final payment be returned or declined, travelers will automatically be withdrawn from the plan.

 Travelers are not charged late fees while enrolled in the Automatic Payment Plan. Should the traveler opt to withdraw from the plan or is withdrawn by EF, the traveler will be enrolled in the Manual Payment Plan and the \$20 plan fee will be assessed.

### Manual Payment Plan Terms and Conditions

 If travelers do not pay in full upon enrollment or choose the Automatic Payment Plan, they will be enrolled in the Manual Payment Plan and a nonrefundable one-time \$20 plan fee will be applied.

You will receive invoices based on the following schedule:

- Upon enrollment:
  - \$95 deposit (Non-Refundable Fee)
- 30 days after enrollment;
  - Account must have \$250 total paid
- 75 days prior to departure.
  - Account must be paid in full
  - Late Fee: \$50
- Travelers can pay with ATM/debit card, credit card (card must display the Visa or MasterCard logo) or personal checks.
- Payments made by personal check must be submitted with the traveler's name and account number.
- A non-refundable \$35 fee will be assessed each time a check or direct debit payment is returned or declined.
- Travelers are responsible for making payments on-time even if an invoice is not received.
- All payment due dates refer to the dates by which each payment must be received by EF.
- EF reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment is due).

### Payment Security

Travelers' tour money is protected in the unlikely event of EF bankruptcy, insolvency, or cessation of business under our participation in the United States Tour Operators Association (USTOA) \$1 Million Travelers Assistance Program. For program details and a list of its affiliates, contact USTOA by mail at 275 Madison Avenue, Suite 2014, NY, NY 10016, by email at information@ustoa.com or online at USTOA.com.

### **PAPERLESS BILLING**

These Paperless Billing Terms and Conditions ("PBTCs") are an agreement between EF Explore America, Inc. ("EF") and you that governs how EF may provide your invoices electronically rather than provide them to you in paper form. These PBTCs are in addition to EF's Booking Conditions, Cancellation Policy, Release and Agreement and any other applicable terms and conditions that you receive (collectively, the "Agreements"). To the extent there is a conflict between these PBTCs and your Agreements, these PBTCs will govern. By agreeing to the PBTCs, you will receive all information related to your EF account, including your tour invoices and any related payment reminders or notices (collectively, the "Paperless Bills"), electronically according to the following terms:

- Paperless Billing. You may view and pay your Paperless Bills and print any invoices or notices for your records by accessing your account at efexploreamerica.com/login.
- Payment. You must pay the amount due listed in your Paperless Bills by the due date to avoid any late fees and/or cancellations.
- 3. Paperless Billing Notice. EF will attempt to send your Paperless Bills

- notice to the billing email address you provided. You must keep your billing email address current and contact EF directly if you do not receive your Paperless Bills notice. You agree that EF is not responsible for any delay or failure to deliver any Paperless Bilts notice, including the failure to deliver any billing invoice, and that you agree to hold EF harmless for any delay or failure to deliver or receive the Paperless Bills notice. You acknowledge and understand that nothing in these PBTCs relieves me of my obligations to pay any amount due.
- Paper Coples. You can view and print a copy of your Paperless
  Bills for your own records at any time by logging into your account at
  efexploreamerica.com/login. By accepting these PBTC, you will no longer
  receive a paper bill from EF.
- 5. Starting Paperless Billing. To agree to receive Paperless Bills instead of a paper bill, you must complete all of the required enrollment steps and accept these PBTC terms. It may take several bill cycles before you begin receiving Paperless Bills. You are required to provide EF with accurate information and to keep that information current in order to continue receiving Paperless Bills.
- 6. System Compatibility and Blocking. The ability to receive Paperless Bills by email notice requires an active email address, internet connection, and compatible computing and browsing system. You understand that you must have a computer and a separate Internet service provider ("ISP") connection to the Internet. Your computer must also be running one of the following Internet browsers: Microsoft Internet Explorer 6.0 or higher, Firefox 2.0 or higher, Safari 3.1 or higher, or equivalent, and have Adobe Reader or a similar PDF viewer installed. You understand that your ability to accurately view and receive electronic records, including Paperless Bills, may depend on certain settings and filters used by your ISP and that you may need to contact your ISP to ensure that you are able to receive such records.
- Cancellation. You may cancel your agreement to receive paperless bills at any time and change to billing by us mail at any time by logging into your account at efexploreamerica.com or by calling 888-333-9756.
- Information Updating. EF does not automatically update or change your personal information. You must update or confirm any changes to your personal information, including any change to your designated billing email address, by accessing your account at elexploreamerica.com.
- 9. Personal Data and Password Security. EF's use of your personal information shall be in accordance with EF's Privacy Policy, which can be found at efexploreamerica.com/legal/privacy. Access to your Paperless Bills is through your EF account. It is your responsibility to protect and safeguard all user names and passwords related to your EF account and used for receiving Paperless Bills.
- 10. Exclusions of Warranties. To the extent permitted by law, paperless billing is provided "as is", "with faults" and without warranties of any kind, either expressed or implied, including without limit, warranties of title, merchantability, non-infringement, or fitness for a particular purpose, all of which are expressly disclaimed. You assume all responsibility and risk for use of paperless billing. Ef does not warrant that the information, processes or services will be uninterrupted, or bug or error free.
- 11. Notices. EF reserves the right to change these PBTCs at any time and to provide notice electronically or by any other means. You agree to accept legal and other notices (such as notices about changes to the PBTCs and any notices related to your EF tour or EF account) electronically.
- 12. Authority. By accepting these PBTCs, you agree and represent that you are over 18 years of age and that you have the authority to accept Paperless Billing for this participant enrolled on an EF tour, including the authority to agree to the PBTC terms and conditions herein.

### **BOOKING CONDITIONS**

### **TOUR INCLUSIONS**

### What does your Program Fee include?

- Full-time services of a Tour Director throughout the program
- Round trip bus transportation
- Bus transportation while on tour, except on specified subway ("metro") itineraries
- Accommodations in quality hotels as specified
- Daily breakfast (except on arrival day)
- Nightly dinner (except on departure day)
- Comprehensive sightseeing tours and activities as specified
- All transfers and transportation between destination cities
- Overnight security at hotels for each hotel night
- Gratuities for your Tour Director, bus driver, licensed guides, restaurant, and hotel staff
- 24 hour Emergency Assistance on tour
- EF backpack and luggage tag
- EF Travel ID Badge
- Illness and Accident Coverage while on tour
- EF's Standard Cancellation Policy

These apply to all tours unless otherwise noted on the tour itinerary. Should we ever fail to provide a service outlined above, you will receive a refund for it. Once travel is completed on the first tour, participants are eligible for the following:

- \$50 repeat traveler discount on domestic or international programs offered by EF Explore America and EF Educational Tours
- Discounts on other EF programs

### What items are listed separately on your invoice?

- Optional add-ons, including additional activities and excursions
- Lunches (if included on your tour)
- Adult supplement (if applicable)
- Anytime Protection Plan
- Non-Refundable Fees

### ADDITIONAL COSTS

- Passport and visa fees (for groups traveling to Canada)
- Souvenirs and incidentals
- Lunches (if not included on your tour)
- Any expenses not specifically listed as included

### TRAVEL TO CANADA

Entrance into Canada requires a valid passport. If you do not already have a passport, you should apply for one as soon as you enroll on your tour. Late enrollment may require the passport application process be expedited for an additional fee. For more information, visit http://travel.state.gov/passport. Additionally, parental authorization forms, which must be notarized less than 30 days prior to departure, are required for Canadian travel. Consult your Group Leader for more information. Citizens of the United States do not need a visa to enter Canada. Non-U.S. citizens should contact the closest Canadian embassy or consulate as soon as possible for specific entry requirements. If a participant traveling to Canada is unable to obtain the documents necessary to enter Canada, EF's Standard Cancellation policy will apply.

### **AGE REQUIREMENTS**

#### Can adults go on tour?

EF's published Program Fees are based on student rates for transportation, admissions, accommodations, etc. We do, however, accept adults on our educational tours as well. An adult is a participant who is at least 20 on the last day of the tour.

In addition to the Program Fee, paying adults are charged a per-person adult supplement for all tours to cover the difference between student and adult rates.

### Are there guidelines for young travelers?

Guidelines for travelers ages 6-11 are available to Group Leaders from their EF representative. Children under the age of 6 are not allowed to travel on an EF tour. Students participating on an EF Explore America College Visit Tour must be currently enrolled as a high school freshman through senior.

### ROOMING

All rooming requests including upgrades must be submitted by 110 days prior to departure. Non-smoking rooms cannot be guaranteed. Most hotels are located outside the city.

### How many students are in a room?

Students room in quads with same-sex students. Rooms contain two double beds (beds meant for two people), and two students are expected to share each bed.

### Can students request a twin room?

Students may request twin room accommodations for an additional fee.

### How are adults roomed?

Adults are automatically roomed in twin accommodations.

### Can adults request a single room?

Single room accommodations include an additional charge in addition to the adult supplement. Triple-occupancy rooming is also available for students and their families. For other rooming options, as well as details and pricing, please contact EF at 888-333-9756.

### **TERMS AND PROVISIONS**

No warranties, representations, terms, or conditions apply to any tour unless expressly stated within these "Booking Conditions," in a Booking Conditions Addendum, or in a letter signed by an EF officer. Prices are subject to change, EF makes every effort to ensure the accuracy of its publications, but it is not responsible for typographical or printing errors, including, but not limited to, pricing information. EF tours are not for resale and travelers must enroll directly with EF.

### When does my tour officially start and end?

Each tour begins and ends at the EF bus pick-up location. For those making their own travel arrangements, the tour begins upon arrival at the first scheduled EF activity and ends upon departure from the last EF hotel.

### What happens if EF has to cancel the tour?

EF may cancel any tour for Extraordinary Events. If EF cancels the tour for Extraordinary Events, participants will receive an EF Future Travel Voucher for all monies paid, less any Non-Refundable Fees. Cancellation by EF for Extraordinary Events shall not be a violation of its obligations to any participant. Voucher valid for travel within 30 days of cancellation if due to a weather-related incident.

### What are Extraordinary Events?

The following events are Extraordinary: Instability in any city or location on the itinerary including, but not limited to actual or threatened civil war, rebellion, revolution, insurrection, riot, sabotage, civil commotion, nationalization, labor dispute, lockout, strike, embargo, blockade and military or usurped power or confiscation, war (declared or undeclared), invasion, acts of foreign enemies, government sanctions or restrictions, substantial currency fluctuations, acts of terrorism or incidents of violence, acts of God (including, but not limited to earthquakes, hurricanes, tornados, tidal waves, floods, droughts, fires, volcanic activity, landslides and other natural disasters) or severe weather conditions, chemical or radioactive contamination, pollution, public health issues, quarantine or famine, disruption to transportation, interruption or failure of electricity or telephone service, or any other reason that makes it impossible or commercially unreasonable or impracticable to conduct the tour as originally contracted.

### What happens if my Group Leader cannot travel?

A Group Leader must accompany participants on every tour. If a Group Leader cancels for any reason, EF will ask him or her to assign a new Group Leader to the group's participants. The new Group Leader is responsible for any increases in costs. Any participants who cancel at this point and choose not to travel with their replacement Group Leader will be treated as standard cancellations. If no replacement Group Leader is found, the affected participants will need to cancel and EF's Standard Cancellation Policy will apply

### What about lost belongings?

EF is not responsible for loss of passports, or other documents, or for loss of or damage to luggage or any other passenger belongings.

### What about travelers with food allergies?

EF recognizes that some travelers may have severe food allergies. We will do our best to ensure that our suppliers are informed of the situation but we cannot guarantee that all requests will be accommodated.

### What items are prohibited from tour?

For the safety and well-being of all travelers, no firearms or any other weapons are permitted on tour except as required by law.

### Non-refundable Fees

Non-Refundable Fees are defined as the Enrollment Fee (\$95), Anytime Protection Plan cost (\$79) and Manual Payment Plan Fee (\$20), as well as any late fees, late application fees, Automatic Payment Plan decline charges, return check/direct debit fees, late special travel request fees and cancelled check fees which have been applied to the account at the time of cancellation.

### INCLUDED PROTECTION (included in your Program Fee)

- Supplemental Illness and Accident Coverage for injury and/or illness contracted during your tour
- Transportation, food and lodging expenses for two relatives to be at your side in the event of a life-threatening illness

- Combined coverage of up to \$50,000 for the above situations (limitations and exclusions apply)
- 24-hour emergency assistance during your tour
- The Illness and Accident Coverage Plans are underwritten by United States Fire Insurance Company. Fairmont Specialty and Crum & Foster are registered trademarks of United State Fire Insurance Company. The Crum & Foster group of companies is rated A (Excellent) by AM Best Company 2012. This is done through a certificate of insurance issued to EF Explore America, Inc. This certificate does not insure or cover any claim that will be paid for through another insurance policy; other limitations and exclusions may apply. For complete terms, conditions and exclusions please refer to the certificate, which may be obtained by calling 888-333-9756 or by visiting http://www.sis-inc.biz/EFSI.

### **REFUNDS**

Refunds will be issued only upon request and after a participant's check(s) has (have) been on the account for 21 days. Refunds will be issued in the name which appears on the EF account. All refund checks are mailed four to six weeks after the request has been processed. There will be a Non-Refundable Fee of \$35 to stop-payment on lost refund checks.

### **EF'S STANDARD CANCELLATION POLICY**

The cancellation policies outlined below take into consideration the costs EF incurs long before groups ever depart. The date of cancellation will be determined by the date on which EF receives notice from the participant, his or her legal guardian or the Group Leader.

- 75 days or more prior to departure: Full refund less the \$95 non-refundable enrollment deposit, all non-refundable fees, and 25% of the Program Fee.
- 74 days to 45 days prior to departure: Full refund less the \$95 nonrefundable enrollment deposit, all non-refundable fees, and 50% of the Program Fee.
- 44 days or less prior to departure No refund will be issued

Cancellation with replacement refers to a participant who cancels but finds a person to replace him or her for the same program. The replacement's enrollment form must be submitted at the same time as the notification of cancellation. EF cannot guarantee the replacement participant a place on the tour. Non-Refundable Fees, except for the \$95 enrollment deposit and the Anytime Protection Plan cost (\$79), are also deducted from refunds in replacement scenarios.

- 45 days or more prior to departure Full refund
- 44 days or fewer prior to departure Replacements can no longer be accepted. Standard Cancellation Policy applies.

Please make all payments on time to qualify for refunds in accordance with EF's Standard Cancellation Policy.

### **BOOKING CONDITIONS**

### **ANYTIME PROTECTION PLAN DETAILS:**

- For cancellations made 75 days or more prior to departure, participants will receive a full refund of all monies paid on the cancelled account minus any Non-Refundable Fees listed below which may have been incurred. For cancellations made 74 days or less prior to departure, participants will receive a full refund of all monies paid on the cancelled account, minus the Enrollment Fee and any Non-Refundable Fees listed below which may have been incurred.
- Non-Refundable Fees are defined as the Anytime Protection Plan cost (\$79) and Manual Payment Plan Fee (\$20), as well as any late fees, late application fees, Automatic Payment Plan decline charges, return check/ direct debit fees, late special travel request fees and cancelled check fees which have been applied to the account at the time of cancellation.
- The Anytime Protection Plan must be purchased at time of enrollment and may not be transferred to another participant.
- Cancellations will be accepted for any reason, at any time prior to the scheduled departure time of the tour. Cancellations must be made in writing and by calling our Traveler Support Team at 1,888.333.9756.
- In the case of Extraordinary Events, EF will not issue a full cash refund for participants who purchase the Anytime Protection Plan.
- For those participants not purchasing the Anytime Protection Plan, our standard cancellation policy will apply.

### WHAT'S THE ENROLLMENT DEADLINE?

Enrollment forms are processed on a "first-come, first-served" basis.

All enrollment forms must be received by EF no later than your group's enrollment deadline, which will be determined by the Group Leader and an EF representative; enrollment forms received after the deadline are subject to availability. The enrollment deadline will be no later than 75 days prior to departure.

### What if I miss the enrollment deadline?

When you enroll less than 75 days prior to your tour, you will need to pay the full cost of your tour plus a \$50 late enrollment fee. If your tour itinerary includes a Broadway show, there will be an additional \$20 charge per show on the itinerary. EF only accepts payment by credit/debit card, money order or cashier's check for late enrollments. Availability is not guaranteed and additional charges may apply. You will receive a full refund if we are unable to place you on the tour. We cannot accept enrollments 35 days or fewer prior to departure.

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## **RELEASE & AGREEMENT**

I (or parent or legal guardian if enrollee is under 18 or a minor under any other applicable law) am an enrollee for an educational tour operated by EF Explore America, Inc. If I am participating in a Service Learning Tour, I acknowledge and understand that a portion of my tour may be operated by Me to We Trips, Ltd., a Canadian entity, in collaboration with Free the Children. By signing the EF Release and Agreement, I understand and agree to the following:

- 1. EF Explore America, Inc. and its affiliated companies, partners, and any companies acting on their behalf, along with their officers, directors, employees, agents, shareholders, and authorized representatives (collectively referred herein as "EF") do not own or operate any entity which is to or does provide goods or services for my program, including, for example, hotels; arrangements for, ownership of, or control over houses, apartments or other lodging facilities; tour directors; airline, vessel, bus or other transportation companies; local ground operators; visa processing services; providers or organizers of optional excursions; or food service or entertainment providers, etc. I acknowledge that all such persons and entities, specifically the Tour Director assigned to my tour, are independent contractors. As a result, EF is not liable for any negligent or willful act or failure to act of any such person or entity, or of any third party.
- Without limitation, EF and/or Me to We Trips Ltd. in collaboration with Free the Children and its affiliated companies, partners, any companies acting on its behalf, each of their directors, officers, employees, volunteers, sponsors, independent contractors, agents and authorized representatives (together referred to as "MTW") are not responsible for any injury, loss, or damage to person or property, death, delay or inconvenience in connection with the provision of any goods or services occasioned by or resulting from, but not limited to, acts of God; force majeure; acts of government, acts of war or civil unrest; insurrection or revolt; strikes or other labor activities; criminal, terrorist or threatened terrorist activities of any kind; overbooking or downgrading of accommodations; structural or other defective conditions in houses, apartments or other lodging facilities (or in any heating, plumbing, electrical or structural problem therein); mechanical or other failure of airplanes or other means of transportation or for any failure of any transportation mechanism to arrive or depart timely or safely; dangers associated with or bites from animals, insects or pests; sanitation problems; food polsoning; epidemics or the threat thereof; disease; lack of access to or quality of medical care; difficulty in evacuation in case of a medical or other emergency; or any negligent or willful act or fallure to act of any third party; or for any other cause beyond the direct control of EF or MTW.
- I agree to release EF and my school, my school district, my school board, MTW, my Group Leader, and my Tour Director (collectively, the "Released Parties") from, and agree not to sue the Released Parties for, any and all claims, of any nature related in any manner to my participation in an EF sponsored tour or a Service Learning Tour, including but not limited to, claims for negligence, breach of contract, breach of express or implied warranties, negligence or wrongful death or any statutorily based claim. I hereby unconditionally and unequivocally waive any and all claims and demands for all damages, losses, costs and expenses of any nature whatsoever (including attorneys) fees) on account of or arising out of any and all personal injury, death, bodily injury, mental anguish, emotional distress, property or other damage that I may suffer from any cause whatsoever related in any way to my participation in any EF sponsored tour or a Service Learning Tour. I further agree to release the Released Parties from any and all decisions to cancel, modify or delay the tour as a result of unforeseeable events that are beyond the reasonable control of EF or MTW, that make the tour impossible or commercially unreasonable or Impracticable to conduct, or which become necessary or advisable so as to increase the quality of the tour. I agree that this release applies to and binds myself and my minor child enrolling on tour (if applicable), along with my personal representatives, executors, heirs, and family.
- My tour begins with the takeoff from the EF departure airport or bus pick-up location and ends upon completion of the flight back to the EF airport or return to bus drop-off location.
- EF and MTW shall have no liability or responsibility for me when I am absent from EF or MTW sponsored activities or during non-EF or MTW sponsored activities, such as visits to friends or relatives or during stay-ahead, stay-behind or any optional periods or activities that do not include the services of a Tour Director.
- 6. EF or my Group Leader reserves the right to refuse or cancel my registration at its sole discretion. In such event, Standard Cancellation guidelines as outlined in the Booking Conditional apply. EF and/or the Group Leader reserves the right to decline to accept or to retain any traveler on the tour if that person's presence is felt by EF or the Group Leader likely to be detrimental to the enjoyment of the tour by others, is dangerous to the participant or others, or for failure to abide by EF's regulations and/or the directions of the Tour Director. All participants are expected to be respectful towards other tour participants. Bullying and harassment are not tolerated on tour and individuals who engage in such behavior may be removed from tour. The use of alcohol is not allowed and consumption of alcohol by any participant, or any age, is subject to disciplinary action, including dismissal from tour. Travelers who have been removed from their tour waive the right to a refund of any part of the fee. EF may send the traveler home at the traveler's own expense.
- 7. Lagree to abide by EFs and MTW's regulations, the directions of my Group Leader, my Tour Director and EF's or MTW's personnel during my tour. Failure to do so may result in EF terminating me from the tour immediately. Lunderstand that to disobey such rules or directions is to waive the right to a refund of any part of my Program Fee, and that EF may then send me home at my own expense.

- 8. I agree to abide by all local laws when abroad or while on tour, including those concerning drugs and alcohol. I understand that if I abuse or disobey such laws, even unintentionally, I waive my right to a refund of any part of the Program Fee, and EF may send me home at my own expense. I also understand that should ocal authorities be involved, I will be subject to the laws of the country or state I am visiting.
- 9. If I become ill or incapacitated, EF, MTW or my Group Leader may take any action deemed necessary for my safety and well-being, including securing medical treatment (at my own expense) and transporting me home. EF retains the right, in its sole discretion, to contact the participant's parent(s) and/or guardian with regard to health issues or any matter whatsoever that relates to the participant's tour. These rights transcend any and all privacy regulations that may apply. In the event of a medical emergency, EF or MTW will attempt to cause appropriate treatment to be administered, and the participant authorizes EF or MTW to do so. EF or MTW, however, makes no warranty that it will be able to cause effective (or any) emergency treatment to be administered.
- 10. EF has the right to make changes and/or cancellations in tour itineraries and departure dates, and to modify transportation arrangements, including hotels and any other tour features at any time. In the event of such changes, refunds will be given only in accordance with the provisions of the Booking Conditions supplied herewith. This release also includes all activities not offered by EF.
- 11. I have made the choice to travel with the teacher/Group Leader organizing my group, and I understand that this choice is not the responsibility of EF. I understand that my Group Leader is able to make decisions on my behalf, including but not limited to changing the group's requested tour or travel date and requiring that I purchase items such as Anytime Protection Plan and optional excursions. I understand that a Group Leader must accompany me on tour. If my Group Leader cancels for any reason, EF will ask him or her to assign a new Group Leader. If I cancel at this point and choose not to travel with the replacement Group Leader, I will be subject to EF's Standard Cancellation Policy. If no replacement Group Leader can be found, I will need to cancel and EF's Standard Cancellation Policy will apply.
- 12. It is my responsibility to secure the necessary travel documents (passport, visa[s] and parental authorization forms.) Failure to do so does not constitute grounds for a refund except according to the Standard Cancellation guidelines as outlined in the Booking Conditions.
- 13. I will be required to pay for any phone calls or incidental personal expenses that I incur at hotels, as well as for any damage I cause to hotel rooms, buses or other property.
- This tour has been designed for students, as reflected in the pacing, educational content, accommodations and other aspects of the tour.
- 15. If I will be 20 years old or older at the time of tour departure, I acknowledge that EF will conduct a criminal background check ("CBC") as a pre-condition to travel. If such a traveler refuses to consent to the CBC, it will be deemed a cancellation and EF's standard cancellation policy will apply.
- 16. This Release and Agreement and EF's Booking Conditions constitute the entire agreement between EF and me with reference to the subject matter herein, and I do not rely upon any promises, inducements or agreements not herein stated, including but not limited to any oral statements made to me by any agents or employees of EF, or by my school or Group Leader. This agreement may be amended or modified only in writing signed by an officer of EF. The waiver by EF of any provision of this agreement shall in no way affect the remaining provisions of this agreement, and this agreement shall be interpreted as if such clause or provision were not contained herein.
- 17. This agreement shall be governed in all respects, and performance hereunder shall be judged, by the laws of the Commonwealth of Massachusetts. In the event of any claim, dispute or proceeding arising out of my relationship with EF, or any claim which in contract, tort, or otherwise at law or in equity arises between the Released Parties, whether or not related to this agreement, the parties submit and consent to the exclusive jurisdiction and venue of the courts of the Commonwealth of Massachusetts and of the United States District Court for the District of Massachusetts.
- For participants in Utah only; I understand that this tour is not sponsored by any public school, public school district or other public entity, and is operated and organized by a privately owned company.
- 19. EF or MTW may use any photographic, film, digital or video likeness taken of me, any of my comments while on an EF tour, any of my photographic, film, digital or video content shared by me with EF through any form, and any project work (Including but not limited to online learning programs offered by EF) for future publicity or marketing without compensation to me and also use my contact information for future EF promotions.

Sign your enrollment form only when you have read in full and understood the contents of this release and agreement!

BC06272017



### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/21/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

this certificate does not confer rights to the certificate holder in lieu of s	uch endorsement(s	)				
PRODUCER MARCHING INC	CONTACT NAME:					
MARSH USA, INC. 99 HIGH STREET	PHONE					
BOSTON, MA 02110	(A/C, No, Ext): (A/C, No): E-MAIL ADDRESS:					
Attn: Boston.CertRequest@marsh.com   212-948-4377	INSURER(S) AFFORDING COVERAGE				NAIC#	
	INSURER A : Liberty Mut				23035	
INSURED_	INSURER B : Phoenix Insurance Company 25623				25623	
EF Travel, Inc dba EF Education, Inc. and all Subsidiaries and Affiliates	INSURER C : Travelers Property Casualty Co. of America 25674					
2 Education Circle					25658	
Cambridge, MA 02141	INSURER E:					
	INSURER F:					
COVERAGES CERTIFICATE NUMBER:	NYC-010179898-01		REVISION NUMBER: 2			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HA	VE BEEN ISSUED TO	THE INSURE	D NAMED ABOVE FOR TH	E POL	ICY PERIOD	
INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORD EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE	OF ANY CONTRACT ED BY THE POLICIE	OR OTHER E S DESCRIBEE PAID CLAIMS.	OCUMENT WITH RESPEC	י סד ד:	WHICH THIS	
INSR   TYPE OF INSURANCE   ADDL SUBR   POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	j		
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				\$	5,000,000	
GENL AGGREGATE LIMIT APPLIES PER:				s	5,000,000	
X POLICY PRO-				<u> </u>	5,000,000	
OTHER:				\$		
B AUTOMOBILE LIABILITY BA-3G962236-17-CAG (AOS)	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000	
C X ANY AUTO BA-3G957841-17CAG (MA)	10/01/2017	10/01/2018		\$		
OWNED SCHEDULED			BODILY INJURY (Per accident)	S		
AUTOS ONLY AUTOS NON-OWNED			PROPERTY DAMAGE	\$		
AUTOS ONLY AUTOS ONLY			(Per accident)	\$		
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1 OF WINDS				s		
DED	10/01/2017	10/01/2018	X PER OTH-			
AND EMPLOYERS' LIABILITY Y/N VILID SUBSPICED 47 ICA NO NII	WI) 10/01/2017	10/01/2018		<u> </u>	1,000,000	
OFFICER/MEMBER EXCLUDED? N   N / A	·		E.L. DISEASE - EA EMPLOYEE		1,000,000	
(Mandatory in NH)  If yes, describe under DESCRIPTION OF OPERATIONS below				5	1,000,000	
DESCRIPTION OF OPERATIONS below			E.E. DISEASE - POLICY LIMIT	<u> </u>		
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DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedu Certificate Holder is included as additional insured (except workers compensation) where required by writte	ite, may be attached it mor in confract.	e space is require	80)			
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CERTIFICATE HOLDER	CANCELLATION					
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54 Gillotti Road	THE EXPIRATION	THE ABOVE D	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL B	E DE	LIVERED IN	
New Fairfield, CT 06812-2597	ACCORDANCE WI					
	AUTHORIZED REPRESE	NTATIVE				
	of Marsh USA Inc.		ست ∸ س			
	Elizabeth Stapleton		Edward Stay	عمة		



### **Travel Insurance Guide**

Specialty Insurance Solutions (SIS) has developed plans designed specifically for travelers on EF Educational Tours. Since some insurance companies do not provide adequate coverage for people traveling abroad, travelers can choose to enroll in the insurance portion of the plan summarized in this document. For specific contact information, please refer to the "How to file a claim" section on page 2. The insurance portion of the plan is secondary to any other insurance that you have. The details covered in this benefits guide apply to travelers who purchased the coverage plan between February 1, 2017 and January 31, 2018.

### **Global Travel Protection Plan**

This package is comprised of

- Trip Cancellation
- Trip Interruption
- Travel Delay
- Baggage and Personal Effects
- Baggage Delay
- · Accident and Sickness

### Trip Cancellation

Under this insurance plan, you will be reimbursed for the total paid portion of the tour costs (excluding the nonrefundable fees and the \$95 nonrefundable deposit), if the cancellation is due to any below covered reasons.

### Covered reasons.

A refund of the Program Price will be issued should you be forced to cancel your trip due to:

- 1) Your or a family member's death, which occurs before departure on your trip;
- 2) Your or a family member's covered sickness or injury, which: a) occurs before departure on your trip, b) requires medical treatment at the time of cancellation resulting in medically imposed restrictions, as certified by a legally qualified physician, and c) and prevents your participation in the trip;
- 3) You being hijacked, quarantined, required to serve on a jury (notice of jury duty must be received after your effective date), served with a court order to appear as a witness in a legal action in which you or your traveling companion is not a party (except law enforcement officers);
- Your primary place of residence or destination being rendered uninhabitable and remaining uninhabitable during your scheduled trip, by fire, flood, burglary or other natural disaster;
- 5) A documented theft of passports or visas;
- 6) You being directly involved in a traffic accident, substantiated by a police report, while en route to your schaduled point of departure;
- 7) You are in the military and called to emergency duty for a national disaster other than war;
- B) Involuntary employer termination or tayoff which occurs 30 days or more after your effective date of affecting you or a traveling companion. Employment must have been with the same employer for at least 1 continuous

year. You will receive benefits up to 100% of the nonrefundable prepaid travel expenses. Benefits will be paid, up to the maximum benefit amount, for the additional cost incurred as a result of a change in the per person occupancy rate for prepaid travel arrangements if a traveling companion's or family member's trip is cancelled for a covered reason and you do not cancel your trip.

#### Trip Interruption

Benefits will be paid, up to 100% of the total amount of coverage you purchased, to reimburse you for the prepaid payments or deposits for unused nonrefundable land or water travel arrangements, plus the additional transportation cost paid: a) to join your trip if you must depart after your scheduled departure date or travel via alternate travel arrangements by the most direct route possible to reach your trip destination; or b) to rejoin your trip or transport you to your originally scheduled return destination, if you must interrupt your trip after departure, each by the most direct route possible.

#### Covered reasons:

A partial refund of the Program Price will be issued should the traveler be forced to interrupt his or her tour due to:

- 1) Your or a family member's death, which occurs while you are on your trip;
- 2) Your or a family member's covered sickness or injury which: a) occurs while you are on your trip, b) requires medical treatment at the time of interruption resulting in medically imposed restrictions, as certified by a legally qualified physician, and c) prevents your continued participation on your trip

### Additional Trip Interruption Benefits:

If you cannot continue travel due to a covered injury or sickness not requiring hospitalization and you must extend your trip due to medically imposed restrictions, as certified by a legally qualified physician, benefits will be paid for additional hotel nights, meal(s), telephone call and local transportation expenses up to \$100 per day, limited to 5 days and a maximum of \$500. Benefits will be paid, up to the maximum benefit amount, for the additional cost incurred as a result of a change in the per person occupancy rate for prepaid travel arrangements if a traveling companion's or family member's trip is interrupted for a covered reason and you do not interrupt your trip.

### **Travel Delay**

Benefits will be paid up to \$500 per day for: 1) the nonrefundable, unused portion of the prepaid expenses for your trip as long as the expenses are supported by proof of purchase and are not reimbursable by any other source; and 2) reasonable accommodation, meal, telephone call and local transportation expenses incurred by you, up to the maximum benefit amount of \$2,500, if you are delayed for 8 hours or more while en route to or from, or during your trip, due to:

 a) Any delay of a common carrier (the delay must be certified by the common carrier);

- b) A traffic accident in which you or your traveling companion is not directly involved (must be substantiated by a police report);
- c) Quarantine, hijacking, strike, natural disaster, terrorism or riot;
- d) A documented weather condition preventing you from getting to the point of departure

Benefits will not be paid for any expenses, which have been reimbursed, or for any services that have been provided by the common carrier.

### **Baggage and Personal Effects**

Benefits will be paid, up to the maximum benefit amount of \$2,000: a) against all risks of permanent loss, theft or damage to your baggage and personal effects; b) subject to all general exclusions and the additional limitations and exclusions specific to baggage and personal effects; and c) occurring while coverage is in effect.

### Valuation and Payment of Loss

The lesser of the following amounts will be paid:

- The actual cash value at the time of loss, theft or damage, except as provided below;
- The cost to repair or replace the article with material of a like kind and quality; or
- 3) \$300 per article.

For claimed items without original receipts, payment of loss will be calculated based upon 75% of the actual cash value at the time of loss, not to exceed \$300 per article.

A combined maximum of \$1,000 will be paid for jewelry; precious or semi-precious stones; watches; articles consisting in whole or in part of silver, gold or platinum; furs or articles trimmed with fur; cameras and their accessories and related equipment, computer, digital or electronic equipment or media. Not to exceed \$300 per article. The \$1,000 maximum is part of the total \$2,000 benefit.

A maximum of \$100 will be paid for the cost of replacing a passport or visa.

A maximum of \$100 will be paid for the cost associated with the unauthorized use or replacement of lost or stolen credit cards, subject to verification that you have complied with all conditions of the credit card company.

### Baggage Delay

If your checked baggage is delayed or misdirected by a common carrier for more than 24 hours from your time of arrival at a destination other than your return destination, benefits will be paid up to \$50 per day, up to a maximum benefit amount of \$150, for the actual expenditure for necessary personal effects. You must be a ticketed passenger on a common carrier. The common carrier must certify the delay or misdirection. Receipts for the purchases must accompany any claim.

The Certificate of Insurance is underwritten by United States Fire Insurance Company 5 Christopher Way, 2nd Floor, Eatontown, NJ 07724 (certificate number series include T210-CER and TP-401). This Insurance Benefit Guide is provided as a quick reference for Insurance benefits, emergency information and instructions. For a full and detailed explanation of insurance benefits, provisions and exclusions from which claims are processed and coverage determinations made, please refer to the official Certificate of Insurance available at www.sis-inc.biz/eleducationaltours. If there are any inconsistencies with regard to the insurance portion in this document, the certificate will govern.

Baggage and Personal Effects does not include: Money; prescribed medications; animals; automobiles and automobile equipment; boats or other vehicles or conveyances; trailers; motors; aircraft; bicycles, except when checked as baggage with a common carrier; household effects and furnishings; antiques and collectors' items; artificial limbs or other prosthetic devices; keys, stamps and credit cards (except as otherwise specifically covered herein); securities, stamps, tickets and documents (except as coverage is otherwise specifically provided herein); professional or occupational equipment or property, whether or not electronic business equipment with the exception of personal diving equipment or sporting equipment if the loss results from the use thereof.

### Additional Limitations and Exclusions Specific to Baggage and Personal Effects:

Benefits are not payable for any loss caused by or resulting from situations such as breakage of fragile articles; wear and tear or gradual deterioration; confiscation or appropriation by order of any government or customs rule; theft while left in any unlocked vehicle; property illegally acquired, kept, stored, or transported; your negligent acts or omissions; property shipped as freight or shipped prior to the Scheduled Departure Date; electrical current.

## Additional Provisions Applicable to Baggage and Personal Effects and Baggage Delay:

Benefits will not be paid for any expenses which have been reimbursed or for any services which have been provided by the common carrier, hotel or travel supplier; nor will benefits be paid for loss or damage to property specifically scheduled under any other insurance.

### Coverage for Medical Expenses, Emergency Evacuation and Home Repatriation

Benefits will be paid for the covered expense incurred, up to the maximum benefit amounts shown below, as a result of a covered accidental injury or covered sickness, which first occurs during your trip.

- a) Medical expenses up to \$50,000 for necessary treatment and prescribed medication relating to an accident occurring or an illness acquired while on tour.
- b) On Seven Corners' approval, emergency evacuation to the traveler's home country (if medically necessary); or home repatriation in the event of death up to \$50,000.
- c) If you are traveling alone and will be hospitalized for more than 3 consecutive days and emergency evacuation is not imminent, benefits will be paid to transport one person, chosen by you, by economy transportation, for a single visit to and from your bedside.
- d) Pre-existing condition: If you have a pre-existing condition certain limitations apply; see full policy for details.
- e) Denial care: \$750 for emergency dental treatment.
- f) Coverage for accidental death or dismemberment up to \$50,000.

### **General Exclusions**

Benefits are not payable for any loss due to, arising or resulting from:

- An act of declared or undeclared war
- Participating in maneuvers or training exercises of an armed service, except while participating in weekend or summer training for the reserve forces of the United States
- Being intoxicated or under the influence of any controlled substance
- The commission of or attempt to commit a felony or being engaged in an illegal occupation

- Normal childbirth or pregnancy (except complications of pregnancy) or voluntarily induced abortion
- Dental treatment (except as coverage is otherwise specifically listed)
- Amounts which exceed the maximum benefit amount for each coverage
- . Due to a pre-existing condition, as defined as an illness, disease, or other condition during the 180-day period immediately prior to the date your coverage is effective for which you or your traveling companion or family member scheduled or booked to travel with you: 1) received or received a recommendation for a test, examination, or medical treatment for a condition which first manifested itself, worsened or became acute or had symptoms which would have prompted a reasonable person to seek diagnosis, care or treatment; or 2) took or received a prescription for drugs or medicine. Item (2) of this definition does not apply to a condition which is treated or controlled solely through the taking of prescription drugs or medicine and remains treated or controlled without any adjustment or change in the required prescription throughout the 180-day period before coverage is effective. The pre-existing condition limitation does not apply to the emergency medical evacuation or return of remains coverage
- Any amount paid or payable under any Workers' Compensation, Disability Benefit, or similar law
- A loss or damage caused by detention, confiscation or destruction by customs
- Elective treatment and procedures, or complications thereof
- Medical treatment during or arising from a trip undertaken for the purpose of securing medical treatment
- Failure of any tour operator or supplier to provide the bargained-for travel arrangements for reasons other than Bankruptcy or Default
- A mental or nervous condition, unless hospitalized or partially hospitalized for that condition
- A loss that results from an illness, disease, or other condition, event, or circumstance which occurs outside of the coverage period
- Bankruptcy or Default or failure to supply services by a supplier of travel services
- Due to loss or damage and any associated cost resulting directly from the discharge, explosion, or use of any device, wepon, or material employing or involving chemical, biological, radiological, or similar agents
- Diving while in an abnormal state of which you were aware and/or due to which you were disqualified or not entitled to engage in diving; or diving in an area where diving is forbidden
- For a complete list of exclusion details please refer to the full certificate details at www.sis-inc.biz/ eleducationaltours

When Coverage Begins - Coverage Effective Date: Trip Cancellation: Coverage begins on the date and time the appropriate premium payment is made.

Travel Delay: Coverage begins after you have traveled from home en route to join your trip.

All other coverages. Coverage begins when you depart on the first travel arrangement for your trip.

When Coverage Ends - Coverage Termination Date: Trip Cancellation: Your coverage automatically ends on the earlier of: 1) the date and time you depart on your trip or 2) the date and time you cancel your trip. All other coverages. Your coverage automatically ends on the earlier of: 1) the date your trip is completed; 2) the scheduled return date; 3) your arrival at your return destination; 4) cancellation of your trip.

All coverages will be extended if your entire trip is covered and your return is delayed due to unavoidable circumstances beyond your control. If coverage is extended for the above reasons, coverage will end on the earlier of: a) the date you reach your originally scheduled return destination or; b) 10 days after the scheduled return date.

#### **Definitions**

Family Member: Any of the following: your or your traveling companion's legal spouse (or commonlaw spouse where legal); legal guardian or ward; son or daughter (including adopted, foster, step or inlaw); brother or sister (including step or inlaw); parent (including step or inlaw); grandparent (including inlaw); grandchild; aunt or uncle; niece or nephew; domestic partner; caregiver; or child caregiver.

Traveling Companion: A person or persons (up to 4) whose names appear with yours on the same Travel Arrangements and who, during your trip, will accompany you. A group or Group Leader is not a Traveling Companion as defined, unless sharing accommodations with you.

### How to file a claim

Cancellations:

1) Contact EF to cancel your trip

Once you have cancelled with EF, fill out a claim form, which can be found at:
 www.eftours.com/claim

Please note that claims will be rejected unless you have cancelled your account with EF prior to filing your claim.

### All other claims

- Submit completed Proof of Loss (claim) form, which can be found at: www.eftours.com/claim
   Include the following:
- . Detailed bills for services received
- · Receipts for payments made
- Any other supporting medical documentation pertinent to the claim

Completed claims can be submitted via mail, fax or email to:
Seven Corners, Inc.
Attn. Claims
303 Congressional Blvd.
Carmel, IN 46032
Fax: 3175752256

Email: tourclaims@sevencorners.com

### Who to contact

- For policy certificate or claims questions please contact Seven Corners at 866-887-7148 or 317-582-2658 or tourclaims@sevencorners.com
- For a medical emergency on tour (24 hours) please call Seven Corners Assist at 800-690-6295 (toll free from the U.S.) or 00-800-7771-7777 (toll free from abroad); collect calls can also be made to 317-818-2808
- When calling, reference group policy: US721878

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