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**GLOBAL TRAVEL ALLIANCE
TRIP ENROLLMENT FORM**

Please keep a copy of your completed application for your records.
Visit www.GlobalTravelAlliance.com for a copy of this application.

Last Name _____ First _____ Middle _____

- **Please give us your full, legal name as it is written on your passport (for international trips) or government or school issued I.D. (for domestic). We must have your full name to process your application. If you do not have your passport at time of enrollment, be certain that you use the official legal name you will be using when acquiring your passport.**

Address _____ City _____ State _____ Zip _____

Group Name _____ Date of Birth _____ Sex _____

Phone # _____ Destination _____

Dates of Trip _____ to _____ Medication (if any) _____

Any health problems/conditions _____

Emergency Contact Person _____ Emergency phone number _____

Email Address _____

Special Room Accommodations? Be reminded that our prices are based on four to a room. *If you have any questions, please check your Global Travel Alliance Group Agreement for your room arrangements.*

All special rooming arrangements must be made at the time of enrollment and will be added to your bill.

- **Applications must be accompanied by the correct amount for your non-refundable deposit. If you have any questions regarding the cancellation policies explained in our Booking Conditions, please call our office.**

Payment Address and Information:

Global Travel Alliance, Inc., 1645 Parkhill Suite 7, Billings, MT 59102, 866-313-2577, 406-252-2577

To help insure accurate processing, please write your group name and destination on your check.

To make a credit card payment, please call our office at 866-313-2577.

Minimal service charge will apply.

See your group's itinerary for information regarding payment due dates and other important details.

*A \$25 late fee will be automatically assessed if payments are not received in the Global Travel Alliance office by due date. No exceptions can be made. \$50 late fee applies to final payment.
**If you are not paid in full by final due date, your trip reservation may be cancelled. (Refunds subject to standard cancellation policies explained in booking conditions.)

Don't forget to include your deposit along with your signed trip enrollment form.

I certify that I have read and fully understood the Booking Conditions, Release Statement, and Cancellation Policies of Global Travel Alliance (on reverse side) and that I accept all terms and conditions explained therein.

APPLICANT'S SIGNATURE: _____ DATE: _____

If applicant is under 21 years of age, the following must also be completed: I certify that I am the parent or legal guardian of the applicant, that I have read and that I fully understand the booking conditions, release statement, and cancellation policies. I accept and will be bound by their terms and conditions on my own behalf and on behalf of the applicant. I hereby also certify that said minor is under my care, custody, and control, and give my express permission for the said minor to go on this trip.

PARENT'S/GUARDIAN'S SIGNATURE: _____ DATE: _____

PARENT'S PRINTED NAME _____

Global Travel Alliance

Booking Conditions, Cancellation Policies, and Release Statement



* What's Included:

***Round-trip Airfare:** From your group's selected U.S. gateway city on either regularly-scheduled or chartered flights (as indicated in group agreement) on major U.S. and international airlines. For Domestic trips, airport taxes are also included.

***Hotel Accommodations:** Safe, clean, hotels are used. All hotel rooms have private bathrooms. Global Travel Alliance trip prices are based on using quad rooms for travelers and double rooms for adult non-paying chaperones. Single and double occupancy hotel accommodations can be requested for additional fees. Standard sleeper cars are provided on overnight trains, and triple/quadruple cabins on overnight ferries and cruises.

Ground Transportation: All ground transportation, overseas or domestic, by private buses, trains, public subway and buses, ferries, boats and intra-trip flights as shown on the itinerary, and transfers between airports and hotels on arrival and departure. Transportation will not be provided during free time.

Sightseeing/Activities: Sightseeing tours and activities led by Global Travel Alliance guides as specified in the trip itinerary. All entrance and activity fees, as listed in the itinerary text, are included. Optional activities not included.

Full-time Guide: A full-time, professional Global Travel Alliance guide is provided throughout the land portion of all programs.

Luggage Allowance Requirements: Global Travel Alliance's luggage requirements are strictly limited to one medium-sized suitcase to be checked on board the aircraft and one small carry-on bag, due to the limited capacity of your bus. Also, remember that you will be required to transport your suitcase short distances to and from the bus. (Please note that regulations on planes, trains and ferries may prohibit excessive baggage or require passengers to pay excess baggage charges.) Passengers are responsible for handling their own baggage for the entire duration for of the trip. A word to the wise: Pack light!

***Meals:** Two meals daily - continental breakfast and dinner. Lunches may also be provided.

Tips, Gratuities & Taxes: Tips for services provided by the hotel and restaurant staff, as well as all hotel and restaurant taxes, are included. All gratuities and taxes for cruises are also included.

*Exceptions may apply. See itinerary for details.

What's Not Included:

Personal Expenses: These include passport and visa fees, laundry, telephone calls, portage at airports and hotels, beverages with meals, other than coffee or tea at breakfast, and any cost incurred by personal deviation from the trip itinerary. Water will be included with all meals.

Transportation-Related Expenses: Expenses from your hometown to your departure airport, or expenses caused by last-minute airline scheduling or delays caused by mechanical problems or inclement weather. Global Travel Alliance cannot be held responsible for additional expenses as a result of decisions by the airlines or other transportation providers.

Special Meal Arrangements: Because meals are prepared and served on a group basis, Global Travel Alliance may be unable to accommodate special meal requests for individuals with specific dietary restrictions. Any special meals required by such passengers must be made well in advance of the trip, and may result in additional charges.

Trip Cancellation Insurance: Global Travel Alliance strongly recommends this kind of insurance, and offers travelers necessary information from third party providers.

Medical Emergency Insurance: Medical and accidental insurance is not included, but can be purchased for an additional fee.

Customary Tips to Trip Director or Driver: It is customary practice in the group travel industry to tip your guide and long-distance bus driver.

Airport Taxes/Surcharges: These are not included for all international trips.

Release Statement

I, the undersigned (and/or my parent or guardian if I am under 21), an applicant for a program sponsored by Global Travel Alliance, agree to the following:

1. I agree to follow any such group rules or regulations that **Global Travel Alliance** may require, and further, to indemnify **Global Travel Alliance** and its staff and contractors against any consequences which may result as a result of my refusal to comply with such regulations. I agree my participation in the **Global Travel Alliance** program may at any time be terminated by **Global Travel Alliance** if I fail to follow these regulations, the instructions of my group leader, or **Global Travel Alliance** personnel. I agree to being sent home at my own expense and waive the right to any refund of the trip cost.

2. I understand that if school or church authorities, for whatever reason, declare me ineligible to participate in the enrolled trip, my cancellation is subject to the refund policy described in **Global Travel Alliance's** current-year Booking Conditions.

3. It is the responsibility of each parent or guardian to determine the suitability of the chaperone(s) to lead a **Global Travel Alliance** trip. Parents/guardians should make sure chaperones are aware of any special needs or requirements, medical or otherwise.

4. I understand that the Chaperone is the liaison between myself and **Global Travel Alliance**.

5. I agree that any photo or film likenesses taken of me while on a **Global Travel Alliance** trip and any of my comments may be used in future **Global Travel Alliance** publications.

6. I hereby waive any and all claims against **Global Travel Alliance** and its agents or contractors, domestic and overseas, my local school and any staff members or chaperones accompanying the group, arising from any death, injury, loss, damage, accident, delay, irregularity, or expense to person or property incurred from the use of any vehicle or service, strikes, war, weather, sickness, quarantine, government restrictions or regulations, or arising from any act of omission of any steamship, airline, railroad, bus company, sightseeing, hotel or any other service or sporting company, firm, individual, or agency.

7. **Global Travel Alliance** shall have the right, at any time in its discretion and without liability or cost, to cancel any trip or portion of a trip, or make an alteration in itinerary, or accommodation, in the event of any trip being rendered unsafe.

8. I understand that **Global Travel Alliance** is not responsible for my well-being during such period of time that I may be absent from **Global Travel Alliance** supervised activities.

9. **Global Travel Alliance** is not responsible for loss, theft or damage to my belongings or to the belongings of any other person, including passports and travel documents. I understand that **Global Travel Alliance** is not responsible for the loss or theft of any of my personal property during the trip, including my airline ticket. I understand that airlines have their own procedures for dealing with lost tickets and that if I lose my airline ticket I may be required to purchase from the airline a full fare replacement ticket. I accept that it is entirely my own responsibility to pursue any refund directly from the airline.

10. In the event of an emergency requiring medical attention, I give my consent and permission to the staff of **Global Travel Alliance**, school officials, or attending physician to perform medical treatments and/or surgery. **Global Travel Alliance** cannot be held responsible for the quality and timeliness of any such medical care received, nor for any expense incurred.

11. I understand that **Global Travel Alliance** and/or the airlines reserve the right to make changes in trip itineraries and departure dates, to substitute airlines and equipment or to make cancellations for insufficient participation.

12. I understand that if I wish to cancel my enrollment in a **Global Travel Alliance** trip, I must do so in writing.

13. I understand that **Global Travel Alliance** has a policy of offering trips with a minimum group size. In the event that the minimum number is not reached, trip and date changes and/or small-group supplemental charges may be incurred.

14. I understand that I have the option to purchase trip cancellation and/or medical insurance.

15. I understand that I must make timely and full payments according to the payment schedule contained in **Global Travel Alliance's** booking conditions. If I fail to meet such payment deadlines, I realize that I will be required to pay a \$25 late fee per late payment, \$50 for final payment. In the event that my trip is not paid by the final payment due date, I understand that my trip may be cancelled.

16. I agree to take whatever steps are necessary to obtain the necessary travel documents (passport or visa) in a timely manner. Also, I agree that I will not hold **Global Travel Alliance** responsible in the event I am able to obtain the necessary documents. Any cancellations necessary because of an inability to obtain necessary travel documents will follow the regular **Global Travel Alliance** cancellation policy.

17. I understand that I am financially responsible for any damage I may cause while on trip to hotel property, bus, any other facilities while on the trip.

18. I understand that this agreement, along with other written **Global Travel Alliance** documents regarding my trip, includes the entire agreement between Global Travel Alliance and me. I do not rely upon any verbal promises or agreements made to me by any employees of **Global Travel Alliance**, or by my school or Chaperones.

19. I certify that I am in good physical and mental health and that I have no special medical or physical conditions, nor any special needs or requirements, which would prevent participation in the trip program, nor be of any harm or inconvenience to myself or the other participants. I understand that walking long distances and climbing stairs may be required activities.

20. If I have special dietary requirements or food allergies, I will take complete responsibility for my food intake. **Global Travel Alliance** cannot guarantee any special meal arrangements for me.

21. This agreement becomes effective when my enrollment is accepted by **Global Travel Alliance** and I understand that this agreement shall be governed by the laws of the State of Montana which shall have sole jurisdiction.

22. For international trips only: In the event of a major currency fluctuation, **Global Travel Alliance** reserves the right to adjust the program fees and apply a currency surcharge. 'Major currency fluctuation' is defined as a 7% increase or greater.

Global Travel Alliance's Cancellation Policy

- Deposits are non-refundable at anytime
- 90-61 days prior to departure, 30% of the trip cost retained per person
- 60-30 days prior to departure, 50% of the trip cost per person retained
- 29 or fewer days prior to departure, entire trip cost retained per person