



## Educational Travel Program Information and Conditions

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**This is important information. Please read carefully. When you register for an educational travel program, please sign (see end of document) and return this document to ACHS: 5940 SW Hood Ave., Portland, OR 97239; fax: (503) 244-0727; email: [studyabroad@achs.edu](mailto:studyabroad@achs.edu)**

These Terms and Conditions apply to the American College of Healthcare Sciences study abroad programs (aka, the "Program").

### Payment

After ACHS receives the \$500 deposit per person and the Registration Form, you will be sent a confirmation and invoice for the balance. The final payment is due 60 days prior to departure. If reservations are made less than 60 days prior to departure, payment in full is required at the time of booking. If final payments are not received in time, the American College may cancel your reservation and invoke the cancellation fee.

### Passports and Visas

All Program participants must possess a valid passport while travelling. Passport application forms can be obtained from your local post office. All passports should contain at least 3 blank visa pages and should be valid for 6 months after the completion of your Program. Individuals who do not hold a U.S. passport should contact the appropriate consulate of each country included in the Program to acquire any necessary visas.

### Travel to Program Meeting Place

Transport to the designated meeting place for the Program is not included in the Program. Each student is responsible for all travel arrangements. The College is not responsible for missed Program time or transfer costs caused by travel arrangements, delays, or missed connections. The designated meeting place for the Program is indicated in the tour information.

### Program Membership

These Programs require a blend of adventuresome spirit, physical fitness, walking ability and mental alertness, and a capacity to accept situations as they exist and not necessarily as we would find them in America. If you have health concerns, we suggest that you contact your physician to help determine the suitability of the Program for you. Because of the nature of the Program, we regret that we are unable to accept requests for special diets, itinerary variations, wheelchairs, or individuals who require special assistance.

## Baggage

All bags are your complete responsibility. You must be able to carry your own bags. College faculty and staff will not be able to assist you with your luggage. The College accepts no liability for loss or damage to baggage or belongings. Again, we require that you obtain travel insurance. We also recommend you leave valuable items at home.

Due to limited motor coach storage capacity, each person is permitted one large suitcase not to exceed 70 pounds in weight nor 30"x22"x10" in dimension. In addition, each person is allowed one small piece of carry-on-sized luggage that does not exceed the dimensions of 17"x14"x6". Review the specific Program description to see if there are recommended luggage suggestions.

## Smoking

We do not permit smoking in motor coaches, at lectures, workshops, or tour locations, or in the proximity of other Program participants.

## Accommodation

In the event that there is not another Program participant to share your room, the single participant will have to pay a single supplement charge. This pairing condition is based on first come first served. You may request a single room for an extra charge.

## Meals

See the Program information for meal details. Meal style is locally prepared with fresh produce. Please note that we are unable to accept requests for special menus to meet dietary or religious requirements. A vegetarian option will always be made available.

## Program Price Does Not Include

The Program price does not include personal expenses, including: passport and visa fees, alcoholic beverages, optional sightseeing, optional tip to your motor coach driver and tour guides, and all other items of a personal nature. Travel insurance is not included and is required.

## Cancellation of Program

Your deposit must be paid to secure your accommodations. The balance of your fee is due 8 weeks before the tour date.

If, for any reason, you want to cancel your reservation, send written notification to ACHS. Cancellations are effective on the day they are received by ACHS. Please let us know the

reason for cancellation. Under NO circumstances will cancellation by telephone be acceptable.

The following cancellation charges come into effect if written notification is received:

- Within 5 days of registration: No charge
- More than 61 days before departure: Deposit only
- 60 days or less before departure: 100% of total

We require all travellers to obtain travel insurance.

There are a required minimum number of persons participating in the Program. In the event of the number falling below this requirement, ACHS may be forced to cancel the Program.

Notification of such cancellation will be made 28 days before the date the Program is due to start. In such cases, ACHS will offer an alternative Program the following year or refund all payments made by participants. ACHS will not be liable for any other costs or damage incurred by participants as a result of such cancellation.

## Changes to Costs

The costs for our Programs are based on known costs and exchange rates prevailing at the time the Program is developed. We reserve the right to adjust the cost of a Program should the value of the U.S. dollar alter substantially. ACHS will absorb the cost of the first 2% of any increase in price. Should changes greater than 2% occur, they are deemed to be substantial and ACHS will forward an amended invoice showing the adjustment no later than 30 days before the Program starts. Should we be forced to increase the cost of the visit by more than 10% of the total cost, we will, if you choose, cancel your place, and refund all payments made, provided you inform us of your decision to cancel in writing within 7 days of the date shown on the amended invoice.

## Changes to the Program

If we have to make a major change to the Program, it will only be because we are forced to do so by circumstances usually outside of our control. In such an unlikely event we will inform you immediately and our objective will be to minimize your inconvenience. We will, wherever possible, offer you alternatives as close as possible to the original Program.

## Liability

ACHS does not accept responsibility for death or bodily injury to students whether caused by negligence or otherwise. ACHS cannot be liable for any medical expenses incurred by you or any loss or additional costs incurred as a result of injury or sickness while attending the Program. You must obtain travel insurance coverage against such circumstances. We cannot be held liable for loss or damage to baggage, personal effects, money, or documents.

Where the College acts in the capacity of an agent for suppliers of travel-related services, such as surface transportation, accommodations, meal, tours, etc., it shall not be responsible for breach of contract or any intentional or careless actions or omissions on the part of such suppliers which result in any loss, damage, delay, or injury to you or your travel companions or group members.

In addition, the College and its suppliers shall not be responsible for any injuries, damage, or losses caused to any participant in connection with terrorist activities, social or labor unrest, war, mechanical or construction failures or difficulties, diseases, local laws, climatic conditions, abnormal conditions or developments, or any other actions, omissions, or conditions outside the College's control.

Program participants must assume complete and full responsibility for, and hereby release the College, its officers, suppliers, agents, employees and representatives, from any duty of checking and verifying any and all passport, visa, vaccination, or other entry requirements of each destination, and all safety or security conditions at such destinations, during the length of the Program.

For information concerning possible dangers at international destinations, contact the Travel Advisory Section of the U.S. State Department. For medical information and requirements, contact the Public Health Service. For VAT tax information and holiday/museum schedules contact the appropriate foreign tourist office.

By embarking on this Program, participants voluntarily assume all risks involved in such travel, whether expected or unexpected. Participants are hereby warned of such risks and strongly advised to obtain appropriate insurance coverage against them.

The College reserves the right to withdraw any Program or to make any change in the Program with or without notice that the College determines is advisable, including substitution of accommodations or transportation. If any Program must be withdrawn prior to its beginning date, the College's liability is limited to a refund of monies, if any, received by the College. Further, the College may decline to accept or retain any person on the Program at anytime. Should a person's conduct become incompatible with the smooth operation of the Program or adversely affect the safety and enjoyment of the other passengers, then the Program participation will be withdrawn and the College shall be under no liability to such person.

Participant's signing these Terms and Conditions and payment for the Program shall constitute the participant's offer to take the Program pursuant to all terms set forth above. A binding contract shall exist only after the College has accepted the offer in Oregon by sending confirmation of receipt to the participant. If there is any dispute between the participant and the College, the parties will submit to mediation by a mediator chosen by both parties, and if not resolved by mediation, then by binding arbitration by one arbitrator chosen by a federal judge for the district of Oregon. All proceedings shall occur in Portland,

Oregon and Oregon law shall apply. The participant agrees to this exclusive jurisdiction and venue in Oregon for resolving all disputes.

The College is not liable for typographical errors and all prices shown are in U.S. dollars.

The participant acknowledges that where inconsistent, these Terms and Conditions replace any information or agreements reached before the date of signing these Terms and Conditions. Should the participant not wish to proceed on the Program on these Terms and Conditions, the participant may withdraw from the Program and receive a full refund of any monies paid to the College for the Program.

**Participant Signature**

Signed by: \_\_\_\_\_

Write name: \_\_\_\_\_

Date: \_\_\_\_\_

**For ACHS Use**

Signed by: \_\_\_\_\_

Write name: \_\_\_\_\_

Date: \_\_\_\_\_