

# BOOKING FORM

Please complete this Booking Form in full, tick the agree box, save it and return it to us at USIT School Tours. We will start creating your tour once we receive this Booking Form.



## YOUR DETAILS

Booking reference:	School/Group name:
Group address:	
Group Leader's name:	Home phone:
Home address:	
Work phone:	Mobile phone:
Email:	

**In the unlikely event of an emergency arising while you are on tour, please provide us with the following details for someone we can contact from the school.**

Name:	Work phone:
Mobile phone:	Home phone:

**Please provide us with the details of another Group Leader travelling with you.**

Name:	Mobile phone:
Email:	

## TOUR DETAILS

Destination:	
Departure date:	Return date:

GROUP DETAILS	No of paying students	No of paying adults	No of passengers on free places	Total number of passengers
Male				
Female				
Total in group				

## DEPOSIT PAYMENT DETAILS

I'm enclosing \_\_\_\_\_ (number of deposits) of €/£ \_\_\_\_\_ (deposit amount) as deposit payment.

Please refer to your invoice to see your payment schedule.

**Payment Method:** Cheque/Bank Draft  Bank Transfer

## ADDITIONAL INFORMATION/REQUIREMENTS


I have read this booking form and the booking conditions. I understand and accept the contract I am entering into, and in agreeing to this form, I and all other's on whose behalf I make this booking are bound by the contract.

I agree:  Date: \_\_\_\_\_

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Tel (NI): 028 959 20080

Web: USITschooltours.ie  
Email: info@USITschooltours.ie

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19-21 Aston Quay, D02 VX22, Ireland.

# BOOKING CONDITIONS

## 1. Making a booking

- All bookings are made with USIT Ireland Ltd, trading as USIT School Tours (we, us, our).
- You do not have a contract with us until we have received a signed form and the first stage of the booking deposit of €150/£120 for each paying person travelling on the tour (we do not need a deposit for free places on the tour). In some cases, we may need deposits of more than €150/£120. If this is the case, your sales agent will tell you at the time they tell you the full price for the tour. You must pay the second deposit (€150/£120 for each person) four weeks after paying the first deposit. The first and second deposits are together known as 'the booking deposit'. If you book a tour less than 12 weeks before the departure date, you must pay the full cost of the tour at time of booking. The group leader must fill in the booking form, giving full details, and they must sign the form. By signing the booking form the group leader confirms that they have the permission of each member of the tour party (and when a member is under 18 years old, the authority of a parent or legal guardian) to deal with us on their behalf, and that all members are aware of these conditions and have agreed to keep to them.
- Only a director of our company can add to, change or remove any of these conditions. They must do this in writing, and must sign the conditions.
- In the rare event that you request USIT School Tours to hold airline seats for your group but have yet to pay USIT School Tours the group booking deposit, please note that in the event of the group not travelling or not proceeding with the booking, you/your school are liable for the cost incurred by USIT School Tours on your behalf for the number of seats held. The cost of holding airline seats will be advised to you at time of booking.

## 2. Payment

- We will send a final invoice to the group leader. We must receive the full amount you owe no later than 10 weeks before the departure date.
- If we do not receive the full amount shown on the final invoice by the due date, we have the right, at any time before the departure date, to cancel the booking and charge cancellation fees in line with condition 4 below.
- We will only refund deposits in the circumstances explained in condition 6(b) below.

### Payment Terms

Tour Type	First Deposit on Booking	Second Deposit 4 Weeks After Booking
Great Britain Tours	€150/£120	€150/£120
Continental Europe Tours	€150/£120	€150/£120
*USA & Long Haul Tours	€250/£200	€300/£250
Ski Tours	€150/£120	€150/£120
Within Island of Ireland Tours	€50/£40	€50/£40

Final payment is due 10 weeks before departure and earlier for some USA and long haul tours but we will advise you of this

Transport Only: We will require full payment upon booking.

\* Amounts may vary subject to airline and destination but we will advise you of any changes to this.

## 3. Prices

The prices are based on costs and exchange rates which apply on the date we tell you the full price of your tour. We have the right to increase the price of your tour as a result of changes in currency exchange rates or any increased costs due to government action. By

government action we mean things such as a new tax or charge being introduced in the Republic of Ireland or abroad, an increase to an existing tax or charge or a catastrophe such as a war, which causes major disruption to oil supplies.

We have the right to charge you extra to cover any increase in fuel or other costs related to the worsening of currency exchange rates and an increase in taxes at any time up to 28 days before your departure date.

## 4. Cancellation

If you want to cancel a place on the tour, the group leader should tell us by sending us a recorded letter, fax or email as soon as possible. The booking will not be cancelled until we have received this.

We will not refund deposits for cancelled places on the tour, but occasionally we will allow you to transfer the deposit to a replacement passenger. Please see our cancellation charges.

Please remember that your travel insurance will cover many reasons for cancelling a place on the tour (other than simply not wanting to travel).

### Cancellation Charges

First and second deposits are non refundable

Cancellations made 4-8 weeks before travel will be charged 80% of the Tour Price

Cancellation made within 4 weeks of travel will be charged 100% of the Tour Price

## 5. Name changes

If you cancel a member's place on the tour, we may agree to transfer the deposits and other payments relating to that person to someone who replaces them on the tour at any time before your departure date. However, if we have already given the airline the original passenger's name, that airline will charge a 'name change' fee which you must pay. The amount of the fee will depend on the airline concerned.

## 6. Changing your booking

- We will always try to meet your requirements. However, because of changing circumstances, we have the right to change any booking made. If, for any reason, we have to change the details of your visit before your departure date, we will tell you as soon as possible.
- If any change would significantly alter your visit, you can choose whether to accept services or accommodation of a similar standard to those you originally booked or receive a full refund of all money you have paid (except in the circumstances outlined in conditions 7 and 8 below). We will only cancel the tour less than 70 days before your departure date if this is due to events beyond our control (see condition 8 below), or if you have not paid the final balance by the due date.

## 7. Airline alterations

If we need to alter your booking because of a change in the schedule made by the airline you are booked to travel with, the refund conditions relating to that airline will apply. Details of the refund conditions are available from us on request.

## 8. Events outside our control/ Force Majeure

Except where otherwise stated in these Booking Conditions, we regret that we cannot accept liability or pay any compensation for any events outside our control. Such events include war or the threat of war, terrorist activity, political unrest, riots, civil unrest, industrial disputes, natural disasters, closure of airports or ports, technical problems with or accidents involving aircraft, ferries, coaches or other transport, outbreak of foot-and-mouth disease, fire, bad weather and other events outside our control.

## 9. If you have a complaint

If you have any problems with your arrangements whilst you are on tour, the Group Leader must notify the supplier of the service immediately and must put it in writing to the supplier as soon as possible. If the situation is not resolved you should contact us immediately during

office hours or on our emergency lines outside of this. We cannot begin to resolve a complaint until we are informed about it. Most issues can be resolved quickly but if not you can write to us immediately on your return and we will do all that we can to reach a satisfactory solution. We must receive your complaint in writing within 28 days of your return date home as we cannot accept liability after this period.

## 10. Liability

We will do all we can to make sure that arrangements which our employees make on behalf of you and your group are made correctly and efficiently. We accept responsibility if any of the services which we have agreed to provide you with are not handled in a reasonable way by our staff. In this event the amount of compensation will be limited to a full refund. If we have to alter your booking because of events outside our control (see condition 8) before your departure date and you choose not to accept any alternative arrangements we offer you, we are entitled to keep reasonable expenses we have had to pay in connection with the original booking. We are not responsible for, and will not pay, any damages caused directly or indirectly as a result of an event outside our control (see condition 8). In the event of any liability on our part for injury, illness or death, no payment will be made unless the following conditions are complied with:

- you must advise us of the injury immediately and in writing within 28 days after your return;
- you must transfer any rights that you may have, in respect of your injury, illness or death against any person to us;
- you must co-operate fully with us or our insurers to enforce such rights;
- any payments that that we may be obliged to make will be in accordance with the International Convention concerned, these may include The Warsaw Convention 1929 in or the Montreal Convention in respect of air travel (including any subsequent amendments), the Berne Convention 1961, in respect of carriage by sea, the Athens Convention; in respect of carriage by road, the Geneva Convention 1973; and, in respect of hotels, the Paris Convention 1962. Liability for loss, delay or damage to baggage is limited to the sum fixed by the Warsaw Convention including any subsequent amendments. For the avoidance of doubt we have the benefit of any limitations of compensation contained in any of these conventions or other International Conventions which cover consumer liability.

## 11. Tour details

We have taken care to plan and produce our brochures, flyers, website, itineraries and all our promotional material to give you an accurate picture of the facilities available in each centre. If there are any changes to the facilities and we believe this will reduce your group's enjoyment of the tour, we will tell your Group Leader.

## 12. Special Needs & Requests

Any special need requirements must be put in writing to us and we will do our best to meet your request. We cannot always guarantee that your special request will be fulfilled and our failure to do so does not amount to a breach of contract unless we have guaranteed these to you in writing.

## 13. Passports & Visas

It is the responsibility of the Group Leader to ensure that all group members are in possession of all necessary travel and health documents before departure. USIT School Tours do not advise on passport or visa requirements of passengers.

## 14. Insurance Cover

Insurance is a mandatory requirement for every tour and every passenger must have an appropriate level of insurance cover for the purpose of educational group travel. USIT School Tours provide such a policy or alternatively you can use another policy providing it reaches the standard cover which can be submitted for review.

## 15. Governing Law

The contract is governed by the laws of the Republic of Ireland and you must accept the jurisdiction of the courts of the Republic of Ireland.