

ADDITIONS, SUBSTITUTIONS & CANCELLATIONS

For complete and official details on addition, substitution, and cancellation policies, please be sure to carefully read the Terms & Conditions on the back of this booking form. The following is a **general summary** of our policies.

1. **Additional participants** may join your group after your initial deposit. You can add participants, without penalty, to your group up to **110 days** prior to your departure date. Often, program leaders will book early with a minimum of 10 paying participants, only to add additional participants later in the process. You can add participants to your group up to **150 days** before your departure date and the participants will count toward determining the final tour price, the final number of free places, and total amount of bonus money earned (if applicable).
2. Participants that have registered to join the tour, and need to cancel or can no longer go on the tour, can attempt to find a substitute participant up until the final payment deadline, which will be 110 days prior to departure. The person cancelling will have a **Substitution Fee of \$250**. This amount is held as a non-refundable amount from the person that is cancelling.

Cancellation Policies:

181 days plus	\$300
111 to 180 days	\$500
91 – 110 days	50% penalty
61 – 90 days	75% penalty
0 – 60 days	100% penalty

Please note: The non-refundable program deposit, supplementary insurance premiums, handling charges, merchandise fees, fees for returned checks, fees for declined credit cards or electronic drafts, or late payments and registration fees are not refundable at any time.