



## TOUR DETAILS

NAME OF TOUR

TOUR DEPARTURE DATE

## LEAD PARTICIPANT'S DETAILS

FULL NAME (As per passport)

TITLE

DATE OF BIRTH

UNIVERSITY ATTENDED

COLLEGE

MATRICULATION YEAR

ADDRESS FOR CORRESPONDENCE

HOME TEL

MOBILE TEL

EMAIL ADDRESS

## OTHER PARTICIPANTS BOOKING WITH YOU

NAME

TITLE

DATE OF BIRTH

NAME

TITLE

DATE OF BIRTH

NAME

TITLE

DATE OF BIRTH

## YOUR PREFERENCES

PREFERRED ROOM TYPE

DOUBLE

TWIN

SINGLE/S

DIETARY REQUIREMENTS

Would you like a quote for flights? YES

NO

PREFERRED AIRPORT

Would you like a quote for pre/post tour requirements?

If so, please detail on separate sheet, thank you.

## PAYMENT AND AGREEMENT

We require a non-refundable deposit to secure your reservation. The deposit is £300 pp if base tour price is £3000 or under, £400 pp if base tour price is £4000 or under, or £500 pp if base tour price is over £4000. Deposit for all cruises £400 pp.

PAYMENT METHOD

YOUR DATA PREFERENCES

CHEQUE Payable to Temple World Ltd

Tick to agree to Temple World sharing the data on this form with Oxford and Cambridge Alumni Offices

BANK TRANSFER Sort Code: 20-72-17 Account: 00907022

Tick to agree to emails from Temple World about our alumni tours and tailor-made travel service

DEBIT/CREDIT CARD Please call to make payment by phone. Credit card payments incur a 2.5% processing charge.

I have read and agree to the Booking Conditions on behalf of all those listed on this form.

SIGNED

DATE

# Booking Conditions for Temple World Alumni Tours 2018

These conditions are construed in accordance with English Law and are subject to the sole jurisdiction of the Courts of England and Wales.

1. When you make a booking you must complete a booking form accepting on behalf of all your party the terms of these booking conditions and pay a deposit as follows:

£300 per person for tours with a base price of up to £3,000, except cruises

£400 per person for tours with a base price of up to £4,000, and all cruises

£500 per person for tours with a base price of over £4,000

If a booking is made within 12 weeks of departure the full amount of the tour must be sent with the completed form. Travel insurance is NOT included. A contract will exist when we issue our confirmation invoice. The balance is payable 12 weeks before the specified departure date. The booking is not accepted until the date shown on the confirmation invoice which we will send to you. If the booking is not accepted the deposit will be refunded.

2. Your Financial Protection: When you buy an ATOL protected flight or flight inclusive holiday from us you will receive an ATOL Certificate. This lists what is financially protected, where you can get information on what this means for you and who to contact if things go wrong.

3. We, or the suppliers identified on your ATOL Certificate, will provide you with the services listed on the ATOL Certificate (or a suitable alternative). In some cases, where neither we nor the supplier are able to do so for reasons of insolvency, an alternative ATOL holder may provide you with the services you have bought or a suitable alternative (at no extra cost to you). You agree to accept that in those circumstances the alternative ATOL holder will perform those obligations and you agree to pay any money outstanding to be paid by you under your contract to that alternative ATOL holder. However, you also agree that in some cases it will not be possible to appoint an alternative ATOL holder, in which case you will be entitled to make a claim under the ATOL scheme (or your credit card issuer if applicable).

4. If we, or the suppliers identified on your ATOL certificate, are unable to provide the services listed (or a suitable alternative), for reasons of insolvency, the Trustees of the Air Travel Trust may make a payment to (or confer a benefit on) you under the ATOL scheme. You agree that in return for such a payment or benefit you assign absolutely to those Trustees any claims which you have or may have arising out of or relating to the non-provision of the services, including any claim against us, the travel agent (or your credit card issuer where applicable). You also agree that any such claims may be re-assigned to another body, if that other body has paid sums you have claimed under the ATOL scheme.

5. Every effort will be made to operate all tours as advertised but the Company reserves the right at its discretion to modify or cancel any flight, accommodation or arrangement. It is unlikely that we will make any changes to your holiday, but we do plan many months in advance. Sometimes we may need to make changes which we reserve the right to do at any time. We cannot guarantee that every part of the itinerary advertised will be followed or the duration of each visit along the route will be as advised. Temple World reserves the right to decide whether to omit any visits or parts of the itinerary, where to include additional visits, whether to deviate from the advertised itinerary, to substitute or replace the advertised guest lecturer or to change cruise vessels without notice. Provided such a decision is reasonably taken, Temple World shall be under no obligation or liability to the Client. Most changes are minor, but where they are significant, we will inform you when you book, or, if you have already booked, as soon as reasonably possible if there is time before your departure. If a major change becomes necessary, we will inform you as soon as reasonably possible if there is time before departure. A major change is one we make to your holiday arrangements before departure that involves changing the time of departure or return by more than 12 hours, or offering accommodation of lower category. You then have the choice of either:

- accepting the changed arrangements as notified to you
- purchasing another available holiday from us
- cancelling your holiday.

If in these particular circumstances you cancel, all money paid to us will be refunded to you. We also reserve the right in any circumstances to cancel your holiday and, in this event, we will return to you all money you have paid us or will offer you an alternative available holiday to purchase of comparable standard. Please note that we are not liable for any consequential financial loss or incidental expenditure other than the holiday price stated in the confirmation invoice.

6. If war or terrorist activities, either threatened or actual, industrial action either threatened or actual, civil unrest, closure of airports or any other event outside the control of the Company either delays or extends the tour or compels a change in the arrangements, the Company cannot accept liability for any resulting loss, damage or expense and any refund will be subject to the deduction of reasonable expenses.

7. All our tours involve a certain amount of walking, often over hillsides, uneven surfaces and steps. Participants should be able to walk in these conditions for at least half an hour unaided and without a rest. We reserve the right to refuse to accept anyone who has failed to notify us of any infirmity which may preclude this, or who in Temple World's opinion is unfit to travel.

8. The minimum number of persons required for most tours to take place is 10. If this is not achieved, we reserve the right to continue to operate (with local guides instead of a tour manager or guest leader) or to cancel the tour no later than 7 weeks prior to departure in

which case all moneys paid to us for the tour will be refunded.

9. If you do not pay the balance of the tour price at the prescribed time, the Company reserves the right to cancel the booking. In this event, or if you cancel the arrangements after the booking is accepted, the deposit will be forfeited. Any cancellation by you of a definite reservation must be notified to us in writing and will take effect on the day this is received by us. If cancellation occurs after a confirmation invoice has been issued, the following cancellation charges will be payable by you:

<i>Period before departure date within which written cancellation notice is received by Temple World</i>	<i>Cancellation charge payable as a percentage of the total (including deposit paid)</i>
More than 70 days*	Deposit only
69-40	60%
39-15	90%
14 days or less	100%

**For cruises, 100% cancellation charge applies from 69 days before departure.**

**Note:** If the reason for cancellation is covered under the terms of your insurance policy, you will be able to reclaim these charges, less excesses and premiums.

9a. When booking air travel with Temple World the conditions of the airline ticket apply. Once issued, some types of flight tickets cannot be changed and any alteration request or cancellation could incur a 100% cancellation charge for that element of your booking. Where private tours are arranged by us, the cancellation policies and charges of the various lodges, hotels etc. shall also apply and could be stricter. It is strongly advised that travel insurance is obtained at time of booking.

10. We are not responsible for any arrangements that you have made before or after the main tour, unless these are booked with Temple World. Circumstances may arise whereby after you have booked you may wish to depart on a different date or make other alterations to your original booking. If we have confirmed your original booking and you then wish to change or alter any detail we shall be obliged to charge an amendment fee of £35 per person if the change can be made.

11. Any flight, cruise or rail journey, scheduled or otherwise, forming part of the arrangements will be subject to the Conditions of Carriage of that airline or carrier. Some of these will limit or even exclude liability. Our obligations and responsibilities are limited where international conventions apply in respect of sea, rail carriers or air travel, including the Warsaw Convention and revisions.

12. With respect to flight delay, flight timings are provided by airlines. They are subject to air traffic control restrictions, weather conditions, the need for constant maintenance and the ability of passengers to check in on time. There is no guarantee that the flights will depart at the time shown either in the brochure or on the ticket. Temple World does not have any liability to you for any delay which may arise in this regard. In the event of a flight being delayed, be it outward, onward or homeward, the relevant airline is responsible for making other arrangements, depending on the time of day & duration of the delay. However, we strongly urge you to ensure that flight delay is included in your insurance.

13. The Company is only liable for loss of or damage to baggage caused directly by its negligence. Valuable items are at all times at the customer's risk and should be insured accordingly.

14. In the event of any dissatisfaction with the accommodation or other service provided by the Company the matter must be reported immediately to the guest leader or local representative so that action can be taken to remedy the problem. Unless the Company is given such notice it can not accept responsibility.

15. The prices quoted for tours are based on known costs when tours are planned according to exchange rates at 1 June 2017 (£1 = \$1.28; £1 = €1.12). The Company reserves the right to levy a surcharge in the event of any material variation in costs and rates such as transportation costs and fuel, dues, taxes or fees or exchange rates applied to particular purchases. If this means paying more than 10% on the holiday price you will be entitled to cancel the holiday with a full refund, except for any premium paid to us for insurance. Should you decide to cancel because of this, you must do so within 14 days from the issue date printed on the invoice which includes the surcharge. Since we have to absorb increased costs equivalent to 2% of the holiday price, there will be no reduction in the holiday price in the event of a favourable variation in exchange rates. Prices will not be increased within 20 days of departure.

16. All prices are quoted on the basis of two persons to a room. Single room accommodation is limited and may not always be available. If you are travelling alone but wish to share, we shall endeavour to find a suitable companion but if this is not possible a single room supplement will be charged.

17. The Company expressly disclaims any liability for loss, damage or inconvenience arising out of the act or failure or neglect of any third party including (but not limited to) airlines and ground handlers.

18. **It is a requirement of booking that all clients MUST have adequate travel insurance, specifically medical and repatriation insurance in case of illness abroad. In case of emergency we require you to give us full particulars of your insurance.**

19. Clients over 80 will be asked to provide a doctor's note.