



# Educational Tours

## EXTEND YOUR TOUR WITH A SPECIAL TRAVEL REQUEST

Do you have friends or family you'd like to visit overseas before or after your tour? Do you want to do some extra traveling on your own? You can customize your EF tour experience by requesting certain changes to your travel arrangements on either end of your tour. Please keep in mind, though, that any changes you make may mean that you are not on the same flights as the rest of your group. Just follow the steps below to request special travel arrangements.

**With a special travel request you can:**

- Extend your stay after the completion of your tour
- Depart ahead of your tour
- Fly out of and return to a different domestic airport than your group
- Arrive at/return from different major international airports than your group
- Arrange your own air transportation (land-only tour)

**Three easy steps to complete your special travel request:**

1. Confirm your group's travel dates and gateways with your Group Leader.
2. Fill out the information below.
3. Return the form to EF Educational Tours no later than 110 days prior to departure by faxing it to **800-318-3732**. You can also call **800-665-5364** and provide the information over the phone.

Confirmation of your request is indicated by the special travel charge on your account. Please note: Tour and departure dates are confirmed around 70 days prior to departure. Should your special travel request need to change at that point, we'll contact you. Call us at 800-665-5364 with any questions.

**Important:** Your request must be received by EF Educational Tours no later than 110 days prior to your requested departure date. For terms and conditions, read the back of this form.

### INDIVIDUAL SPECIAL TRAVEL REQUEST

Return this form only if you are requesting an itinerary that is different from your group's.

My name \_\_\_\_\_ Account # \_\_\_\_\_ Group Leader \_\_\_\_\_  
(As printed on your invoice)

**I'd like to:**

Depart ahead of my tour  Stay behind after my group has returned home  Request \_\_\_\_\_ as an alternative gateway  Arrange my own air transportation  
(city, state)

**My group's requested itinerary:**

Departs \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Day of week, mm/dd/yy) (U.S. gateway) (International gateway)

Returns \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Day of week, mm/dd/yy) (International gateway) (U.S. gateway)

**My requested new itinerary:**

Departs \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Day of week, mm/dd/yy) (U.S. gateway) (International gateway)

Returns \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Day of week, mm/dd/yy) (International gateway) (U.S. gateway)

I understand that if I make special travel arrangements, the portion I arrange is completely independent of the EF Educational Tours program. By understanding this, I release EF, its officers, employees and agents from any and all responsibility during the independently arranged portion. I have completely read and fully understand the conditions as supplied herewith, and agree to be bound hereby, and to comply therewith.

\_\_\_\_\_  
Participant signature and date

\_\_\_\_\_  
Signature of parent/legal guardian and date

# SPECIAL TRAVEL REQUEST TERMS AND CONDITIONS

## If you would like to book special travel:

- Unless an entire group is making special travel arrangements along with their Group Leader, special travel arrangements cover a change in ticketing only. Travelers are responsible for making their own land arrangements, including hotels, meals and ground transportation.
- All special travel requests must be submitted no later than 110 days prior to your requested departure date for 2013/2014 tours (any requests submitted after 110 days prior to departure will be subject to a minimum \$50 late fee, and may be subject to additional fees. Please contact Customer Service at 800-665-5364 for more details.
- Travelers who wish to do the same special travel request cannot be guaranteed the same flights.
- EF cannot guarantee that we can accommodate your requested special travel itinerary.
- Due to flight contracts, EF is not able to accept specific flight requests (airline, seating, flight times, meals, etc.)
- EF cannot guarantee that any or all flights, including return flights to the U.S., will be the same as the groups' flights.
- If EF is unable to accommodate your first-choice special travel request, we will ask you for a second choice.
- As special travel requests are due before your group's tour and date are confirmed, it is possible the originally scheduled tour dates or destinations may change. If this happens, we will contact you to keep, change or remove your special travel request.
- EF is not able to accommodate any layover requests.

## If you're doing a stay-ahead (departing earlier than your group):

- EF cannot guarantee that any or all flights, including return flights to the U.S., will be the same as the groups' flights.
- You are responsible for meeting your group at the first hotel on your regular itinerary (even if you fly into a different international airport).
- If you are flying into an international airport other than your group's, you may be subject to an additional fee.

## If you're doing a stay-behind (departing later than your group):

- You are responsible for arranging your own transportation to your international airport on your return to the U.S.
- EF cannot guarantee that any or all flights, including your outbound flights, will be the same as the group's flights.
- If you are flying home from an international airport other than that of your group, you may be subject to an additional fee.

## If you want to fly in/out of a different U.S. gateway:

- You must fly in and out of the same U.S. gateway (i.e., you cannot depart from Boston and return to Miami).
- EF cannot guarantee that any or all of your flights will be the same as your group.
- Your program price will reflect the price of your domestic gateway.
- You are responsible for booking your own transportation to and from your domestic airport.

## If you want to book your own airfare (land only):

- You must be at least 18 years old at the time of departure.
- You will not be subject to a \$150 special travel service fee, but will be responsible for purchasing your own airfare.
- A Tour Director will not be there to meet you at the airport when you arrive at your international gateway.
- EF cannot book you a transfer from your arrival gateway to the first hotel on your group's itinerary, nor will you have a transfer to the airport on the date of your return back to the U.S.
- You are responsible for meeting your group at the first hotel on your regular itinerary.
- You should not purchase any flights until your group's itinerary and travel dates are confirmed (approximately 70 days prior to departure).

## Fees

- All special travel requests are subject to a non-refundable \$150 processing fee.
- If requested alterations to your itinerary result in travel on a Friday, Saturday or Sunday, you will be subject to a \$35 fee for each additional weekend departure.

## Unaccompanied minors

- Anyone under the age of 15 who is traveling without an adult companion on their full flight itinerary must pay a \$75 unaccompanied minor fee (subject to change at airline's discretion). Travelers are responsible for paying this fee directly to the airline when they check-in. Contact your airline at least one week before traveling for more information.

*This request and listed fees are subject to change.*