

**PLEASE SUBMIT NAMES EXACTLY AS THEY APPEAR ON PASSPORTS:****TSA SECURE FLIGHT REQUIREMENT**

<b>Passenger 1:</b> _____			Date of Birth: _____	<input type="checkbox"/> M / <input type="checkbox"/> F <input type="checkbox"/>
First Name	Middle Name	Last Name		
Passport #: _____	Country of Issue: _____	Date issued: _____	Expiration date: _____	
<b>Passenger 2:</b> _____			Date of Birth: _____	<input type="checkbox"/> M / <input type="checkbox"/> F <input type="checkbox"/>
First Name	Middle Name	Last Name		
Passport #: _____	Country of Issue: _____	Date issued: _____	Expiration date: _____	
Street Address: _____				
City: _____	State: _____	Zip: _____	Country: _____	
Email Address: _____	Phone #: _____	Cell Phone#: _____		

☐ Please reserve me in a single room at a supplement (Add US\$525 for single supplement - limited availability)

I am rooming with: \_\_\_\_\_ I am traveling with: \_\_\_\_\_

☐ I/We request Business class upgrade.

☐ Book my air from: \_\_\_\_\_
**Notes** (Diet, optional tours etc.): \_\_\_\_\_

**PAYMENT: Deposit:** A \$500 \*\* per person non-refundable deposit is required to reserve the space. Final payment amount to Keytours Vacations (address below) is due 90 days prior departure. I authorize Keytours Vacations to charge my credit card on the final payment day. Reservations and room availability are based on a first come, first served basis. I have read the schedule of activities and accept and abide to the general terms & conditions as outlined below.

☐ Amex☐ Discover☐ Visa☐ MasterCard

Credit Card #: \_\_\_\_\_

Security Code: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Signature \_\_\_\_\_

Name on the Credit Card: \_\_\_\_\_ I authorize a payment in the amount of \$: \_\_\_\_\_

By signing this form, participants waive any charge back rights and, in the event of dispute, request for refund must be made in writing to Keytours Vacations.

**Make Checks payable to: Keytours Vacations, and send to: 11096-B Lee Highway Suite 103, Fairfax, VA 22030**

For additional information, please contact Keytours Vacations at (800) 576-1784 option 5, Fax (703) 591-3553 or email: groups@keytours.com

**IMPORTANT INFORMATION (FULL TERMS & CONDITIONS ARE AVAILABLE IN YOUR GROUP LEADER'S GROUP MASTER CONTRACT.)**

**Air arrangements:** Fares and schedules are based on regular scheduled carrier service. All applicable airline rules apply and schedules are subject to change. Basic airfares do not include fuel surcharges, airport departure taxes, passenger facility charges (PFCs), customs or immigration fees, and excess baggage charges. For mileage accrual information, please contact the carrier directly for details. Air inclusive group packages are non-changeable and non-refundable once deposit has been paid. Rules and fees for canceling and revising airfares vary depending upon the type of airfare purchased.

**Deposit conditions:** The initial deposit of \$500 per person is non-refundable. Additionally, the following scale of charges will apply when cancellation notice occurs within 60 days of departure:

From 59 to 40 days prior to departure: 25% penalty of the total cost per person.

From 39 to 22 days prior to departure: 50% penalty of the total cost per person.

From 21 to 8 days prior to departure: 70% penalty of the total cost per person.

From 7 to day of departure & no show: 100% penalty of the total cost per person.

**NOTE:** A passenger becoming a single as a result of a partner's cancellation must pay the single supplement. The following non-refundable fees will be added to the penalty charges listed on the cancellation schedule above: Airline tickets - airline penalties, which may be up to 100% of the ticket value.

**Itinerary variation:** We will make every effort to operate all tours as advertised. Situations may arise, voluntarily or involuntarily, that require changes or exceptions in the airport of departure, the itinerary, land arrangements, hotels, trains or ports of call. On these occasions, we reserve the right to make such modifications and substitute conveyances/hotels as deemed necessary.

**Minimum participants to Operate:** Group needs a minimum of 10 participants to operate.

**Tour Cancellation** We reserve the right to cancel the entire trip (or any component of the trip) for any reason and/or time. In this event, our liability, if any, shall be limited to and liquidated by refunding to each prospective participant the payments made.

**Hotel selection:** It is the responsibility of the traveler(s) to ensure that the hotels and venues in this proposal are adequate for them.

Keytours Vacations will not be responsible for room sizes, room air condition, room amenities, room service which vary and differs throughout the world, countries, cultures and hotels. We strongly advise Traveler(s) to peruse hotel rating web sites to get an approximate "feel" and "judgment" on each properties, to insure that selected hotels/rooms will be adequate for them. Traveler(s) understand that no refund nor legal claims regarding the selected hotels, venues, rooms and /or services will be possible once this contract has been signed and agreed upon.

**Hotels Check-in times:** Hotel rooms are usually not ready for check-in until after 3 pm. If your flight is arriving early, especially European flights, you should plan for the day's activity until your room is available. Most hotels will store your luggage until your room is ready.

**Travel Documents:** Travel documents will be sent approximately 2 weeks prior to departure, providing full payment has been received. Keytours Vacations is not responsible for lost or stolen documents; therefore, any re-issuance of documents may be assessed their full face value and may include increase in cost. A special handling fee of \$35 will be assessed to bookings that require overnight express delivery. No Saturday or Sunday deliveries. Some trip documents are sent as E-Documents by email. For all trip documents, it is your responsibility to check the accuracy of your airline tickets and all other

documents. You are responsible to ensure that your full, official name is provided to us at the time of booking, exactly as it appears on your valid passport. It can cost up to \$350 or more per person for a name change or other ticket adjustments, plus any fare increase if applicable, due to re-ticketing. The airline will deny boarding if your airline ticket or documents do not match your passport. CST#2039702-40

Trip cancellation insurance is available through the Keytours Vacations for comprehensive coverage of expenses in conjunction with cancellation due to illness or accident as well as damaged or lost luggage. Please contact Keytours Vacations book your optional travel insurance.

If you choose to make your own flight arrangements for an alumni tour and not use those provided by the company, we recommend that you not do so until making your final payment to the tour company confirming the details of your trip's scheduled departure. However, if you choose to make your own flight arrangements, the Alumni Association is not liable for any loss resulting from tour cancellations or changes to tour dates.

Participants attending this or other tour programs offered by the Alumni Association may be photographed for the educational and promotional use of the Alumni Association and New York University. Please note that all package rates and itineraries listed are subject to change.

All Alumni tours include optional physical activities for those inclined to be more active. Unless promoted as a New York University exclusive tour, your group may include travelers from other universities. New York University is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veterans status. This publication is available in alternative media upon request.