



Educational Tours

Extend your tour with this special travel request

Do you have friends or family you'd like to visit before or after your tour? Would you like to get some extra sightseeing in on your own? Or do you just want to spend more time away? Whatever your reasons, here's the perfect opportunity! You can request to depart for your destination a little earlier than the rest of your group, and/or stay there for a touch longer. Just complete this **Individual Special Travel Request** and we'll do our best to make your wish come true.

If you want to:

- extend your stay after the completion of your EF educational tour
- depart ahead of your EF educational tour
- fly out of and return to a different domestic airport than your group
- arrive into/return from a different major international airport than your group
- arrange your own air transportation

Do the following:

- confirm the dates and gateways of your tour group's itinerary with your group leader
- fill out the form below
- detach and return it to EF Educational Tours

See reverse for fees. Confirmation of your request is indicated by the special travel charge on your account. Please note: Tour and departure date 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 1-800-665-5364 with any questions.

Very 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.

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Individual special travel request

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

My name _____ Account# _____ My 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)

Requested new itinerary for myself

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. This being the case, 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

For office use only

PC _____ Travel _____

What you need to know about special travel arrangements

Individual special travel requests

- Unless an entire group is making special travel arrangements along with their group leader, special travel arrangements cover a **change in flights only**. Travelers are responsible for making their own land arrangements, including hotels, meals and ground transportation.
- Your request must be received at EF no later than 110 days prior to your requested departure date.
- We cannot guarantee that we can accommodate your requested special travel itinerary; nor can we guarantee specific airline or flight requests.
- If you have altered your itinerary from that of your group on your outbound flights, EF cannot guarantee that you will be flying with your group on your return flights (or vice versa).
- If you are starting your journey earlier than your group, you are responsible for meeting your group at the first hotel on your regular itinerary. If you request a departure from an international airport other than your group's departure airport, you are responsible for arranging your own transportation to that airport.
- EF tries to accommodate your first choice of departure/arrival dates and airports. If we are unable to do so, we will ask you for a second choice.
- You must start and finish your journey at the same domestic gateway. For example, you cannot fly out of New York and return to Boston.
- Each traveler making an individual special travel request must fill out their own form; if two or more participants wish to travel together (making the identical request) they must send their forms in together.
- EF cannot arrange extended layover requests. For example, if you are flying from Paris back to Los Angeles, we cannot satisfy a request to stop over in New York City for two days.

Fees

- All requests are subject to a non-refundable \$150 processing fee.
- All changes to Special Travel Requests must be submitted no later than 110 days prior to your requested departure date.
- Special Travel Requests after 110 days prior to your requested departure date are subject to additional fees. Please call 1-800-665-5364 for more information.
- If you request a gateway other than that of your group, you may be subject to additional fees. Please call 1-800-665-5364 for a price quotation.
- 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.

Office use only

Received date: _____

Entered by: _____

Date entered: _____

Travel

Confirmed by: _____

Confirmation date: _____