

RESERVATION FORM Mars Hill University Tours: Greece and the Greek Islands Sept 12-22, 2018**PLEASE SUBMIT NAMES EXACTLY AS THEY APPEAR ON PASSPORTS:** **TSA SECURE FLIGHT REQUIREMENT**

Passenger 1: _____ Date of Birth: _____ M / F
First Name Middle Name Last Name
 Passport #: _____ Country of Issue: _____ Date issued: _____ Expiration date: _____

Class year: _____

Passenger 2: _____ Date of Birth: _____ M / F
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#: _____

I am rooming with: _____ I am traveling with: _____ Optional Travel Insurance: _____

Please reserve me in a single room at a supplement (Add US\$735 for single supplement - limited availability) Sharing double/twin: \$237/person

I/We request Business class upgrade Book my air from: _____ Sharing double/twin w/ ext. cabin: \$264/person

I/We request an exterior cabin upgrade (+\$240/person in double/twin, +\$195 single supplement) In single room: \$299/person

In single room w/ ext. cabin: \$335/person

Notes (Diet, special accessibility etc.): _____

PAYMENT: Deposit: A \$250 ** 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: _____

Price per person based on double occupancy:
\$3,895

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: Keytours Vacations, 11096 Lee Hwy, Ste 102, Fairfax, VA 22030

For additional information, please contact Darryl Norton, Coordinator, Mars Hill University Tours: (828) 689-1347 email: dnorton@mhu.edu

IMPORTANT INFORMATION (Full Terms and 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. Refundable airline tickets will be processed once the original paper tickets (if applicable) are returned to us via a traceable method of mailing. E-tickets do not need to be returned. Lost paper tickets have no refund value.

Tariff, fuel surcharges and Exchange Rate Fluctuations: All prices are quoted using the prevailing rate of exchange between the Euro and the USD from the date the original offer was made. If the rate of exchange changes by more than 4%, Keytours Vacations reserves the right to revise the selling rates according to the current exchange rate between the Euro and the USD. Keytours Vacations reserves the right to change the price of the tour/program before it commences due to fuel surcharges, currency fluctuations, tariff increases from common carriers and suppliers, etc. If there is a surcharge to be applied such notice will be given no later than 30 days prior to the start of the tour or program.

Cancellation Policy Failing to pay the contractual deposits (other than the initial deposit) constitutes a cancellation. In the event of non-compliance with the payment due dates, Keytours Vacations shall have the right to demand the Customer to immediately pay the outstanding balance. Payment shall then be received by Keytours Vacations within eight days as of the date of Keytours Vacations written request. Should payment not be received within this time limit, the group stay

shall be deemed to be canceled by the Customer. In the event of full cancellation of the agreement by the Customer, which is not justified by Keytours Vacations failure to meet its obligations, cancellation penalties shall be invoiced and calculated as follows:

Initial deposit: non-refundable after 120 days.

From 89 to 45 days prior to departure: 25% penalty of the total cost per person.

From 44 to 28 days prior to departure: 50% penalty of the total cost per person.

From 27 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.

Deposit to hold the space and First deposit is non-refundable after 120 days before departure date. All subsequent deposits are non-refundable. If a passenger cancellation creates a change in the price schedule, the tour price will be revised based on the remaining number of participants. A passenger becoming a single as a result of a partner's cancellation must pay the single supplement.

NOTE: The following non-refundable fees will be added to the penalty charges listed on the cancellation (full or partial) schedule above: Travel protection premiums, Airline tickets - airline penalties, which may be up to 100% of the ticket value. Refundable airline tickets will be processed once the original paper tickets (if applicable) are returned to us via a traceable method of mailing. E-tickets do not need to be returned. Lost paper tickets have no refund 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 25 participants to operate. Optional tours need 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 such as Tripadvisor.com 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.

Hotels Air Conditioning and other amenities: Keytours Vacations is not responsible for air conditioning standards or availability, as these factors can vary greatly between properties and countries. Some hotel amenities/facilities are seasonal such as swimming pools, terraces, rooftops etc. and may not be opened or hotels may have renovations during the course of the year. Keytours will not be responsible for hotel renovations, noise and/or closure of certain hotel area - facilities.

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