

TO RESERVE YOUR GROUP'S PROGRAM DATES, SIGN AND RETURN
ONE COPY OF THIS CONTRACT TO:
Contact Information of Site

GROUP CONTRACT

TODAY'S DATE:
GROUP:
CONTACT:
E-MAIL:
ADDRESS:
PHONE:
FAX:

ARRIVAL DATE + TIME:
DEPARTURE DATE + TIME:

TEACHING GROUPS:

STUDENTS:
CHAPERONES:

TOTAL CONTRACTED GROUP COST:

DEPOSIT AMOUNT:
DEPOSIT DUE DATE:

PROGRAM COMMITMENT:

Sample Site agrees to provide educational programming, 3 meals per 24-hour period, lodging, transportation upon arrival at **Sample Site** and relevant equipment for each student when necessary for each member of the group. **Sample Site** agrees to provide at least one staff member for every 13 students during daytime programs and at least one staff member per 40 students for evening programs. **Sample Site** agrees to send any refunds to the group no later than 90 days after the Departure Date.

NON-REFUNDABLE DEPOSIT:

The group agrees to pay a non-refundable deposit equal to 20% of the total group cost. This deposit is non-refundable and must be paid in full 90 days prior to the group's arrival date in order to reserve the dates listed on this contract.

MINIMUM REQUIRED PAYMENT:

Despite any increase or decrease in group size prior to the arrival date and time, the group is responsible for paying at least 90% of the total group cost on this contract. The group size listed on this contract can be changed until 90 days prior to the arrival date. If no changes are submitted by this time, the total group cost and minimum required payment will be based on the group size listed on this contract.

PROGRAM COSTS:

The group agrees to pay the following fees for **Sample Site** programs (additional hours will be pro-rated accordingly):

- FEES LISTED HERE

DEPOSIT, CONFIRMATION AND BALANCE DUE DATES:

The payment dates listed on this contract represent the Group Contact Person's commitment to a payment and confirmation timeline. If **Sample Site** does not receive a full deposit by the Deposit Due Date, the group's program reservation is subject to cancellation without notice.

Unless arrangements are made prior to the arrival date, partial refunds are not given for participants that leave prior to the scheduled departure date after arriving at **Sample Site**. The group agrees to pay the Final Balance within the 30 days following the departure date.

PAPERWORK:

The group agrees to provide **Sample Site** with a completed Pre-Trip Questionnaire no later than 30 days prior to the Arrival Date. The group also agrees to present a completed and signed Medical Form for each student and adult chaperone upon arrival at **Sample Site**.

STUDENT SUPERVISION: The group agrees to provide one core chaperone per teaching group, plus a one additional core chaperone to assist with supervision in the event of student illness or discipline issues. The group agrees to abide by this policy to assist **Sample Site** with group management. The group agrees to contact **Sample Site** in advance to make special arrangements, if necessary, for the inclusion of any additional chaperones needed to assist students with special needs. The group agrees to assume all responsibility for the results of any inappropriate behavior and/or any harmful or unlawful actions exhibited by any member of the group.

I HAVE READ AND AGREE TO THE TERMS OF THIS CONTRACT:

Authorized School Employee Signature

Date: _____

Sample Site Signature

Date: _____