



## SUBSCRIPTION FORM

The application form must include the participant's personal details exactly as stated in the passport, including any middle names or surnames. The form should be filled in block letters in hard copy and sent, along with a copy of the payment of the deposit, to Professor Simonetta Musso or Professor Ian Vanstone via email.

By signing this document, you confirm that you have read, understood, and accepted the Standard Booking Conditions.

### Student details:

Name and Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

School & Grade: \_\_\_\_\_

Health Problems (Yes/No)

If yes, please specify: \_\_\_\_\_

Food allergies (Yes/No)

If yes, please specify: \_\_\_\_\_

### Parents/Tutors

Parent/Tutor 1 Name and Surname: \_\_\_\_\_

Parent/Tutor 1 Telephone \_\_\_\_\_

Parent/Tutor 2 Name and Surname: \_\_\_\_\_

Parent/Tutor 2 Telephone: \_\_\_\_\_

### Declaration of Consent

Parent/Tutor Signature

Date:

\_\_\_\_\_

\_\_\_\_\_



## 1. Introduction

These Booking Conditions, together with our Privacy Policy and any other written information we brought to your attention before we confirmed your booking, form the basis of your contract with Albion English Trips registered in 17 Bradley Street, Sheffield, S10 1PA. Please read them carefully as they set out our respective rights and obligations.

The contract is concluded upon acceptance by Albion English Trips Ltd of the "Application Form" with the simultaneous payment of the deposit by the participant via bank transfer to the following bank account: Albion Language Trips Ltd, BIC: TRWIBEB1XXX, IBAN: BE95 9050 1469 0958. It is recommended to read these conditions carefully, as they define mutual rights and obligations.

## 2. Booking and Payment

- 2.1. To make a booking, the lead person (who must be at least 18 years old) must complete and sign our booking form and pay a non-refundable deposit of 35% per person.
- 2.2. The full balance is due 90 days before the start of the tour. If the balance is not paid on time, we reserve the right to cancel your booking and retain your deposit.
- 2.3. All payments must be made in EUR and can be made by bank transfer.

## 3. Prices and Surcharges

- 3.1. We reserve the right to alter the prices of any of the tours shown in our brochure or website.
- 3.2. Once you have booked, the price of your tour is subject to surcharges only on the following items: government action, currency, and transportation costs.
- 3.3. We will absorb, and you will not be charged for, any increase equivalent to 2% of the price of your tour. You will be charged for the amount over and above that.

## 4. If You Change or Cancel Your Booking

- 4.1. If you wish to make any changes to your confirmed booking, you must notify us in writing as soon as possible. While we will endeavour to assist, we cannot guarantee we will be able to meet such requests.
- 4.2. If you cancel your booking, cancellation charges will apply. The amount of the cancellation charge depends on when we receive your written cancellation notice:
  - More than 90 days before departure: Loss of deposit
  - 60 days before departure: 50% of total tour cost
  - 30 days before departure: 75% of total tour cost
  - Less than 29 days before departure: 100% of total tour cost

## 5. If We Change or Cancel Your Tour

- 5.1. We reserve the right to make changes to the tour if necessary. Most changes will be minor, but in the event of a significant change, we will inform you as soon as reasonably possible.
- 5.2. If we are forced to cancel your tour for any reason, you will receive a full refund of all monies paid to us.

## 6. Our Liability to You

- 6.1. We will accept responsibility for the arrangements we agree to provide or arrange for you as an "organiser" under the Package Travel and Linked Travel Arrangements Regulations 2018.



6.2. We will not be responsible for any injury, illness, death, loss, damage, expense, cost, or other claim of any description if it results from:

- (a) The acts and/or omissions of the person affected; or
- (b) The acts and/or omissions of a third party unconnected with the provision of the services contracted for and which were unforeseeable or unavoidable.

## **7. Insurance**

It is mandatory that all participants have adequate travel insurance. Albion English Trips offers insurance coverage that includes both medical assistance and travel protection; however, participants may choose an alternative insurance policy if they prefer. It is necessary to provide the name of the insurance company, policy number, and an emergency contact before departure.

## **8. Behaviour**

8.1. All participants are expected to behave responsibly and respectfully towards others, including fellow participants, staff, and members of the public.

8.2. We reserve the right to terminate the tour of any participant whose behaviour is such that it is likely, in our reasonable opinion, to cause distress, damage, danger or annoyance to other clients, staff, or any third party, or to cause damage to property.

## **9. Complaints**

If you have a problem during your tour, please inform the relevant supplier (e.g., your teacher, activity provider) and our local representative immediately. If your complaint is not resolved locally, please follow this up within 28 days of your return home by writing to our Customer Services Department.

## **10. Passport, Visa, and Immigration Requirements**

Your specific passport and visa requirements, and other immigration requirements are your responsibility, and you should confirm these with the relevant Embassies and/or Consulates. We do not accept any responsibility if you cannot travel because you have not complied with any passport, visa or immigration requirements.

## **11. Data Protection**

We will use and process your data in accordance with our Privacy Policy which can be found on our website.

## **12. Jurisdiction and Applicable Law**

These Booking Conditions and any agreement to which they apply are governed in all respects by English law. We both agree that any dispute, claim or other matter which arises between us out of or in connection with your contract or booking will be dealt with by the Courts of England and Wales only.

By signing this document, you confirm that you have read, understood, and accepted the Standard Booking Terms and Conditions.



Signature:

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Name & Surname (In Capital Letters):

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Date:

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