

Policy for Alternate Air Arrangements

NOTE: Travelers deviating from their group's scheduled return will be responsible for any related transportation and accommodations and they must be capable of traveling on their own as needed (i.e. get to train station or airport, go through security, arrive at their gate in time, etc.).



L&F will only allow an alternate RETURN date.

Participants must travel abroad with the group. This is essential in order to avoid possible disruptions if a separate flight is delayed or re-routed. It would be impossible for the leader to leave the group in order to meet someone arriving separately.

Our first priority is to make arrangements for our groups. Individual flight requests will be handled secondarily.

There are ADDITIONAL COSTS for an alternate return date.

There is a service fee of \$150 for each deviation requested plus any additional airfare increase. \$75 of these fees is non-refundable and is due at the time you send your written request for alternate return flight arrangements. When alternate return flight arrangements are secured, an additional \$75 along with any additional airfare charge will be added to the final balance due for your program. **Important note:** Once your request has been processed, if you change it, a second \$150 service fee plus any additional airfare will be assessed.

Requests must be submitted in writing on L&F's REQUEST FOR ALTERNATE AIRRETURN FORM directly from the participant or his/her parent or guardian. To avoid misunderstandings, we cannot honor phone requests nor requests from teachers for participants. The request for alternate arrangements must come in writing, on the L&F form, by mail with a check for \$75.

The DEADLINE for submitting requests:

November 30 for Winter/Spring programs; **January 31** for Summer programs.

L&F must receive the written request for alternate flight return arrangements and the initial \$75. (Any alternate flight arrangement for a leader must also be submitted in writing by this date.) Requests may be submitted prior to the deadline and will be handled once the group's arrangements are in place.

Note: Should airline tickets need to be issued prior to the deadline in order to avoid a pending airfare increase, L&F will do so in order to protect the airfare for the group. L&F will not be held responsible should a participant request a change on a ticket that has been issued and thus incurs a higher airfare.

A notarized form will be required.

Upon confirmation of alternate arrangements, L&F will send a form which each participant under the age of 18 will be required to submit with the **notarized signature of a parent/guardian**. This form releases Language & Friendship, the participant's school and teacher/leader from any responsibility from the moment the participant leaves the group and begins his/her own itinerary. Participants age 18 may sign their own notarized forms. Tickets will not be mailed until the form is returned and full payment has been received.

IMPORTANT: Because L&F is not a travel agency, we are unable to give an immediate response to your request. Rather, your request will be forwarded to our contract air agent. Our agent will determine airline availability and additional airfare cost associated with your request. We will then contact you to solidify final arrangements or to discuss alternate ones. Thank you for your patience.

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Request for Alternate Air Return

For alternate return flight arrangements, complete and mail the form below along with your non-refundable payment of \$75.

If a family member plans to travel abroad to meet the participant and wishes to have L&F coordinate the flights, please indicate your preferred travel dates and routings on the back of this form. The flights will be on the same airline as the group.

Your request for alternate return (and any family member flights) will be forwarded to our contract air agent. Our agent will determine availability and additional airfare cost associated with your request. We will then contact you to solidify final arrangements or to discuss alternate ones.

Once arrangements are confirmed, the additional \$75 plus any additional fare increase will be added to your final balance due.



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Passport spelling of name (legal name) _____
Failure to give correct name may incur additional charges (first) (last)

School _____

Person to contact regarding arrangements _____

Daytime phone # of contact person (____) _____

E-mail address _____

Please give THREE (3) date options should air space not be available for first choice.

1st Choice 2nd Choice 3rd Choice

Return date to U.S.A.: _____

Please indicate city of departure abroad and U.S. city of arrival.

1st Choice 2nd Choice 3rd Choice

City of Departure Abroad: _____

Note: City of departure will also depend on which cities the airlines service.

U.S. City of Arrival: _____

I, the adult participant, or, I, the undersigned parent/guardian, authorize this change in flight and agree to pay a service fee of \$150 plus any additional airfare costs. The \$75 non-refundable portion of the fee is attached. I have read and understood the policy and the conditions for alternating a return.

Signature of adult participant or of parent/guardian _____

Date _____ Printed Name _____