



## *Terms & Conditions*

### *Bookings*

After we have agreed upon your itinerary, we will invoice you for the deposit. If AEA is also arranging your airline tickets, we will send you separate information on airline deposits, as this often varies by airline. Payments can be made via check or bank transfer.

- 90 days prior to departure: 10% deposit due
- 60 days prior to departure: 50% of total program cost due
- 30 days prior to departure: Remaining balance due

### *Changes*

Itinerary changes are possible; however, AEA reserves the right to charge additional handling fees and charges for changes made to the itinerary after an itinerary and quote have been agreed upon, if those changes and costs are made within 30 days of departure and/ or cost more than the services/ program portion replaced. Costs will also increase per person if the minimum number of students is not met. During the program, it is possible that itinerary changes will be made; and although AEA will do its best to find a similar speaker, event, etc. for any cancelled, no guarantee or refunds will be made.

### *Cancellations*

Should AEA be required to cancel a program or service because of circumstances beyond AEA's control, all deposits will be returned in full, and no compensation will be given. If payments to AEA are not made within the time constraints above, or in time to make reservations for agreed upon services, additional charges may be necessary to arrange new services (different hotels for example). If new reservations are not possible for the agreed upon quote, and/ or payments are delayed, AEA has the right to cancel the booking(s), or not to confirm the final booking on your behalf. In both cases, AEA will try to alert you to these possibilities, but no further notification can be guaranteed. A cancellation of a reservation/ program must be made in writing, and any tickets previously issued must be returned. The date of cancellation is the date of the written cancellation. The cancellation must be made by the person who placed the booking.

Cancellation up to 90 days prior to departure: no charge  
Cancellation up to 45 days prior to departure: 20% of total  
Cancellation 44 – 30 days prior to departure: 30% of total  
Cancellation 29 – 22 days prior to departure: 50% of total  
Cancellation 21 – 8 days prior to departure: 80% of total  
Cancellation 7 – 0 days prior to departure: 100% of total

\*In addition, any non-recoverable expenses and/ or cancellation charges by the airlines and/ or operators will be charged.

### *Insurance*

AEA requires insurance for all participants, including faculty and staff. AEA offers various insurance policies for participants, including overseas health, travel cancellation and/ or baggage insurance.

### *Responsibilities*

AEA is not responsible for any damage, delay or loss related to breakdowns of any sort, quarantine, government restraints, wars, insurrection, terrorism, strikes, unrest, weather or other disturbance beyond AEA's control.

### *Travel Documents*

Each participant is required to possess a valid passport and the proper visas for the program destination(s) prior to departure. AEA is not responsible for obtaining passports, visas, etc. If a participant does not acquire the appropriate documentation and must cancel participation, regular cancellation terms will apply, and may increase the cost of the program for the other participants (if a replacement is not found).