



PARTICIPANT
Registration Booklet

USA/CANADA PROGRAMS



REGISTER ONLINE! www.acis.com/register

Traveling with ACIS USA and ACIS Visit Canada

DAILY SCHEDULE, ACCOMMODATIONS AND MEALS

ACIS tours combine just the right mix of planned educational excursions and time for exploration. Check your tour itinerary for details, but as a general rule you can expect the following:

YOUR TOUR MANAGER

Your tour manager, your bus group leader, is rigorously trained and specially selected to assist your group in having the best tour. ACIS Tour Managers are comedian-funny, historian-interesting, and secret-agent-cunning. They're part commentator, counselor, troubleshooter, advocate and stopwatch! She or he supervises hotel check-ins, directs the bus driver and leads educational activities. We always want you to have the best tour managers in the city with you, so on some multi-city trips you may have a different one in each city.

IN THE CITY

A typical day involves sightseeing or local field trips, with time built in for shopping or visiting a sight or museum specific to your group's interests. Evenings are organized by your group leader or tour manager and may include a local activity like a theater performance or themed walking tour.

ON THE ROAD

If you're traveling between cities by bus, you'll usually have a rest stop every two to three hours, and in some instances if the group is changing cities in the middle of the trip your tour manager might not join you. Rest assured, he or

she will make sure you are well prepared for this short journey to your next city before you meet your second guide.

HOTEL

ACIS places a priority on booking quality hotels in good locations and safe areas. You will generally stay in quadruple rooms and a security guard will be on site to provide overnight care for your group.

MEALS

You will enjoy a variety of meals on tour, mixing both native and familiar cuisines depending on your area of travel. Keep an open mind and be willing to sample everything—that's what travel is all about! Most days, you will be served a continental breakfast and dinner at a local restaurant or the restaurant in your hotel. For lunch, do what the locals do; instead of having an expensive restaurant meal, buy fresh ingredients at a local market, then put together a sandwich and have a picnic lunch in a city park or eat in a fun local hangout.

For details about what is included in your program fee, please see the Terms and Conditions on page 5.

GET READY TO TRAVEL

Now you are ready for the adventure of a lifetime! Visit www.acis.com/students for information on what to pack, how much spending money to bring, fundraising suggestions and more.

GET CONNECTED

Travel tips, photos, videos, contests, quotes, inspiring blog articles and more.



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Register for your Tour

1. CHOOSE HOW YOU WOULD LIKE TO REGISTER

The first thing you should do is read this registration booklet carefully. It's filled with a lot of important information related to your trip. Next, you should get your Group #, Departure Date and Program Name from your group leader. You can register for your trip in two ways:

- 1) Online: Register online at www.acis.com/register. Make your initial payment by MasterCard, Visa or through our Automatic Payments Plan.
- 2) Paper: Complete the registration form in the back of this booklet and mail it with your initial payment to ACIS, 343 Congress Street, Suite 3100, Boston, MA 02210. We accept checks or money orders made payable to "ACIS." (Do not send cash).
- 3) Make a copy of your registration form and provide it to your group leader as they will need a physical copy when you are traveling.

Initial Payment: The minimum payment required to enroll is \$200.

Important Notes: **Be sure to write your full name (first, middle and last) and date of birth exactly as they appear on your passport or birth certificate.** The minimum age for travel with ACIS is 5 years old. ACIS communicates via email to cover invoicing and other important information. **Please provide accurate participant and parent email addresses** during registration so that these vital trip details are not missed.

2. CHOOSE A PROTECTION PLAN

Peace of mind is key—make sure you have the level of insurance protection that's right for you. Your ACIS program fee includes Basic Protection coverage. ACIS recommends that participants upgrade to the Comprehensive Protection Plan, designed specifically for your travel needs. For details of plan policies, please see the "Protection Plans" section on page 4 of this booklet.

	INSURANCE COVERAGE	CANCELLATION REFUND POLICY**	RATE
COMPREHENSIVE PROTECTION PLAN	ENHANCED health coverage*, program interruption, baggage delay/loss and travel delay protection while on tour. Plus, enhanced medical/job loss cancellation refund policy.	ENHANCED cancellation policy.	\$15 per day \$100 surcharge for participants age 66+ The Comprehensive Protection Plan must be purchased no later than 65 days prior to departure.
BASIC PROTECTION PLAN	STANDARD health coverage*, program interruption, and travel delay protection while on tour. Plus, standard medical/job loss cancellation refund policy.	STANDARD cancellation policy.	Included in program fee

*Health coverage is not available for trips within the U.S. **Cancellation Refund Policy summary refers to cancellations due to non-insured reasons. Plan must be purchased for the entirety of the tour, including departure and return dates.

3. IMPORTANT TRAVEL NOTES

YOUR PASSPORT AND BIRTH CERTIFICATE

For ACIS groups traveling to Canada by bus, participants under age 19 should bring their Passport Book (or Passport Card) or their original (or a certified copy of their) birth certificate with them for identification. Bus participants aged 19 and over by the last day of their tour must bring their Passport Book or Passport Card to be granted entry to Canada. For ACIS groups traveling to Canada by air, Passport Books are required for all participants regardless of age. Passport processing times have increased, so apply for yours today. Contact your local post office or county office for the forms. For up to date travel and Canadian entry information, please visit: <https://travel.state.gov>.

NON-U.S. CITIZENS—IMPORTANT

Non-U.S. citizens are responsible for obtaining all documents, including visas, needed to enter the country to be visited and for reentry. Please consult the consular offices of the country on your itinerary, as well as the Bureau of Citizenship and Immigration Services, for complete information. For a current list of countries from which citizens need visas to enter Canada, visit: www.cic.gc.ca/english/visit/visas.asp.

FLIGHTS

On domestic flights, individuals age 18 or older must travel with a form of ID that complies with REAL ID requirements, or provide acceptable alternative ID as outlined on the TSA website. Individuals under 18 are exempt from this requirement so long as an accompanying adult complies. For more details please visit: <https://www.dhs.gov/real-id>.

VISAS AND LETTERS OF CONSENT

Letters of consent signed by parents/legal guardians are required for participants under 18 years of age. Contact your group leader for details.

ADULT TRAVELERS

ACIS tours are designed primarily for students. As such, to cover the cost of increased fees, adult travelers age 21 and older must pay a \$30 surcharge and double or single room accommodation fees as follows: Singles: \$95/night (where available); Doubles: \$50/night (\$70/night for cruises). All rooming requests must be received by ACIS 90 days prior to departure and may not be available on all programs.

Payment Plans

4. CHOOSE A PAYMENT PLAN

You have two ways to pay for your tour:

A) AUTOMATIC PAYMENTS PLAN

We'll divide your total program balance into smaller monthly installments, which will be withdrawn from the checking account you provide. You can track your payments anytime on the My Account section of www.acis.com. Sign up for Automatic Payments by filling in that option on the paper registration form or by selecting that payment method during the online registration process.

Note: The deadline to enroll for Automatic Payments is 101 days prior to your departure date. You will be sent a notification email once your enrollment is confirmed.

B) MANUAL PAYMENTS PLAN

After making your initial payment, you'll then complete your payments by the following steps:

- An additional \$200 in program fees will be due 30 days from the date of your first invoice. Participants who have not paid \$400 by this deadline will be assessed a \$35 Deposit Late Fee and will be subject to cancellation.
- Full payment for your trip is due 60 days prior to your departure date.

IMPORTANT PAYMENT INFORMATION

- If you do not pay in full by 60 days prior to departure, you will be assessed a \$35 Full Payment Late Fee.
- If you do not pay in full by 45 days prior to departure, your reservation will be cancelled as airlines and hotels cannot continue to reserve space.
- If you register within 100 days prior to your departure date, there may not be time to send an invoice prior to the full payment deadline. In order to avoid a late fee, we recommend that you send the full payment with your registration. If you register less than 60 days prior to departure, be sure to include the full payment of all trip fees and the \$35 Full Payment Late Fee with your registration. **Late registrations are subject to availability and must be paid by credit card, cashier's check or money order. We cannot accept personal checks within 60 days of departure.**

Protection Plans

Your ACIS program fee includes Basic Protection coverage, of which certain portions are underwritten by ACE American Insurance Company (Travel Assist) under policy GLM N04965255. This protection is automatically in force during your ACIS tour.

Plan Type	Health Protection* Includes 24 hour medical assistance, consultation, monitoring and emergency evacuation where deemed necessary by Travel Assist.	Medical/Job Loss Cancellation Medical and other cancellation reasons as stated below.	Medical Interruption Medical and other interruption reasons as stated below.	Baggage Delay/Loss	Travel Delay Protection
Comprehensive Protection Plan BETTER	Coverage up to \$30,000. No deductible. Travel Assist will pay up to \$1,000 for an immediate family member to travel to the trip destination in the event that a participant under age 21 is hospitalized for more than 48 hours or more than 1 week if age 21 or older. *Health coverage is not available for trips within the U.S.	For all Flight Group participants: Full refund at any time less \$100 and the price of the Comprehensive Protection Plan. For all Bus Group Participants: If 65+ days before departure, full refund less price of the Comprehensive Protection Plan. If less than 65 days before departure, full refund less \$100 and the price of the Comprehensive Protection Plan.	Up to \$1,000 toward the cost of a one-way economy ticket home.	If bags are lost or delayed for more than 36 hours on your outbound journey, ACIS will pay \$50 for emergency purposes. If bags are stolen or lost, up to \$500 total will be reimbursed by Travel Assist if a signed police or airline report accompanies the claim. (Of this, up to \$100 reserved for loss of photographic or electronic equipment.) No deductible applies.	If your trip is delayed 12 or more hours, up to \$100 per day of traveling expenses will be reimbursed by Travel Assist up to a maximum of \$500.
Basic Protection Plan GOOD	Coverage up to \$15,000. \$200 deductible. *Health coverage is not available for trips within the U.S.	30 days or more prior to departure, All Participants: See "Refund Policies" chart on page 5. Less than 30 days before departure: Flight Group Participants receive full refund less \$600. Bus Group Participants receive full refund less \$250.	Up to \$250 toward the cost of a one-way economy ticket home.	No coverage is included.	If your trip is delayed 12 or more hours, up to \$100 per day of traveling expenses will be reimbursed by Travel Assist up to a maximum of \$300.

A total of \$200 plus the cost of the Protection Plan must be received in order to activate your plan.

ACIS Protection Plans are updated each fall for the following travel year. Once finalized, a *Health and Program Cancellation/Interruption Coverage* booklet that outlines the specific coverages in place for the upcoming year will be available online.

PROGRAM CANCELLATION AND PROGRAM INTERRUPTION

The cancellation and program interruption policies apply only to persons who cancel due to a listed insured reason and notify ACIS in writing. Accepted insured cancellation and program interruptions are limited to the following circumstances:

- 1) If you or a member of your immediate family (spouse, domestic partner, child, parent, grandparent, sibling or legal guardian) are seriously injured, become ill or die (medical documentation required).
- 2) If an adult participant or either parent/legal guardian of a student participant is laid-off (which must be documented with the appropriate forms from the Social Security Administration). Notification must be made to ACIS within seven days of job termination for this benefit to be in force. Program cancellations only.

Travel Assist pays up to \$400 for a covered trip cancellation for Basic and Comprehensive Protection Plans. The balance is refunded by ACIS as part of the "Refund Protection Plan," outlined in the Protection Plan booklet.

If, in the event a group leader cancels a scheduled trip because he/she or a member of his/her immediate family (spouse, domestic partner, child, parent, grandparent, sibling or legal guardian) becomes seriously ill, injured or dies, and no replacement can be found, requiring

all participants assigned to such group leader to cancel their trip, payment will not exceed \$4,800 in total for all participants assigned to such group leader.

TRAVEL ACCIDENT PROTECTION

Travel Assist provides \$25,000 coverage for accidental death and lower amounts for other accidents. The maximum aggregate total payable under this policy for all ACIS participants is \$1,000,000, and benefits may be reduced if this maximum is exceeded.

TRAVEL SECURITY CLAUSE—NON U.S. DESTINATION TRIPS

As part of the Basic Protection Plan provided by ACIS, a group's itinerary can be modified at no cost to participants if: 1) The U.S. Department of State states there has been a terrorist attack against U.S. interests and 2) the U.S. Department of State issues a Level 4 Travel Advisory that Americans should not travel to any country visited on the itinerary and 3) the official Level 4 Travel Advisory is issued or in effect within 90 days prior to departure.

TRAVEL SECURITY CLAUSE—U.S. DESTINATION TRIPS

As part of the Basic Protection Plan provided by ACIS, a group's itinerary can be modified at no cost to participants if the U.S. Department of State states there has been a terrorist attack against U.S. interests within 90 days prior to departure and within 50 miles of a city being visited.

Refund Policies

Should you have to cancel for a non-insured reason, our refund policy is outlined below. We can only process cancellations upon receipt of a cancellation letter. Any refund that you are owed will be sent within 45 days of receipt of your cancellation letter. ACIS recommends the Comprehensive Protection Plan that allows you to receive a greater refund!

REFUND AMOUNTS FOR NON-INSURED CANCELLATIONS

# of days prior to departure	Comprehensive Protection Plan: Flight Groups	Basic Protection Plan: Flight Groups	Comprehensive Protection Plan: Bus Groups	Basic Protection Plan: Bus Groups
130+ days	All payments less \$100*	All payments less \$200*	All payments less insurance	All payments less \$75*
129 to 90 days	All payments less \$200*	All payments less \$300*		
89 to 65 days	All payments less \$300*	All payments less \$400*		
64 to 30 days	All payments less \$400*	All payments less \$500*	All payments less \$100*	All payments less \$200*
29 to 15 days	No refund	No refund	All payments less \$300*	All payments less \$400*
14 days or less			No refund	No refund

*The Comprehensive Protection Plan Fee and any passport or visa fees are non-refundable and non-transferable. Non-refundable fees also include, but are not limited to, late fees and cancelled check fees.

CANCELLATION NOTES

There is no provision for refunds for meals, accommodations or transportation, including flight costs or activities missed by participants, for reasons of absence once the program has started. Minor alterations in programs will not result in refunds. Pre-departure materials are not sent to participants who cancel from the program. If a participant elects to obtain a refund, that refund shall be ACIS' sole responsibility to participants and parents/legal guardians. **All cancellations must be submitted in writing to ACIS' Boston Headquarters at 343 Congress Street, Suite 3100, Boston, MA 02210, or by email to accounts@acis.com.**

REINSTATEMENT FEES

Cancelled participants who request to be reinstated must send full payment, including a \$50 Reinstatement Fee (plus any additional airline charges if applicable), in the form of a cashier's check or credit card, along with a written request to be reinstated. Reinstatements are subject to airline and hotel availability.

Terms and Conditions

These Terms and Conditions are valid for all ACIS tours departing after October 15, 2019 and are subject to change with or without notice. The most current Terms in effect at the time of your registration will apply, which are available at www.acis.com/student-resources.

WHAT IS INCLUDED IN THE PROGRAM FEE?

Basic Protection Plan coverage. Round-trip air or ground transportation from the designated U.S. departure city. Accommodation in quadruple rooms. Service of an ACIS Tour Manager (except on "Your Way" programs) and an overnight hotel security guard. And, all charges for departure taxes, airport, airline and federal security fees and fuel surcharges.

WHAT IS NOT INCLUDED IN THE PROGRAM FEE?

Non-refundable passport fees; non-refundable Comprehensive Protection Plan fees; beverages with meals; lunches; laundry; checked bag fees on tours involving a flight; optional excursions; extensions; dinners and tour manager on "Your Way" programs; tips to tour manager, long distance bus driver and cruise ship staff; expenses incurred during free time periods; overnight lodging and meals prior to departure or upon return; non-refundable visa and visa processing costs for destinations which have visa requirements (note: visas and visa processing costs for non-U.S. citizens may be higher); transportation from participant's home to the airport or site of the group's departure and back; weekend surcharge of \$40 (prior to May 16) or \$50 (May 16 onwards) in each direction if the departure or return dates fall on a Friday, Saturday or Sunday for all tours with flights; all applicable adult surcharges; and, airport taxes that are collected on the spot in foreign airports.

CUSTOM TOURS

Due to advance reservation fees, ACIS reserves the right to change the non-refundable portions of the program fees. Penalties will depend purely on the refund policy of the

local operators. Higher initial deposits may also be required in order to hold reservations and may be non-refundable in the event of a cancellation.

ENROLLMENT DEADLINES/WAITING LIST

Registrations are processed in the ACIS Boston office only upon receipt of a completed and signed registration form together with the appropriate payments. ACIS reserves the right to refuse any registration at its sole discretion or when ACIS air or land space is full or after ticketing deadlines. New enrollments are not usually accepted within 60 days of departure. In the unusual circumstance that new applications are accepted within 60 days of departure, full payment and late fee must be paid in the form of a cashier's check, money order or by credit card upon registration, and the participant may be subject to additional air or land surcharges. If a registration is refused, a full refund will be made within 45 days of such refusal. Participants who are placed on a waiting list will receive notification within 45 days of registering from ACIS.

RETURNED CHECKS

ACIS will assess a \$50 Return Check Fee for each returned check. ACIS can only resubmit returned checks with appropriate authorization either in writing or over the phone.

LATE FEES

Participants who fail to make the appropriate payments or meet payment deadlines will be subject to the late fees outlined on page 3.

CAN I CHANGE MY PASSPORT NAME?

ACIS will assess a \$250 Name Change Fee plus any additional airline charges to all registered participants who request a passport name change within 90 days of departure.

DEPARTING FROM A DIFFERENT U.S. CITY

Participants not originating from the same U.S. departure city as the main group on a flight-based itinerary will be required to pay a \$175 Alternate Gateway Fee and will not

be guaranteed air routings with the main group. Depending upon their airport arrival time, these participants may not be met at their arrival airport and may have to make their own way to their first hotel. In these cases, ACIS will provide a standard transportation allowance. Participants wishing to fly internationally with the main group must arrange their own transportation to and from the main group's airport.

EXTENDING YOUR STAY

Please confirm the departure date and gateways of your program with your group leader before making your own bookings, as these may be subject to change. In order to return independently from the group on a flight-based itinerary, participants must complete an Alternate Return Request Form, indicating a specific alternate return date and city ACIS will invoice participants a \$175 Alternate Return Fee and any additional airline charges if this option is selected. Each subsequent change will be \$130 plus applicable fees. Full flight and date details along with the Alternate Return Request Form must be received by ACIS at least 90 days prior to departure. No changes can be made within 65 days of departure. Otherwise, if participants wish to alter flight arrangements from scheduled program dates, they must plan to make their own domestic and international flight arrangements. All participants flying independently from the group must make their own ground transportation arrangements to and/or from their departure city and/or arrival airport. Neither ACIS nor the group leader supervising the group is responsible for the participant in any way when the participant is not part of the main group. All changes must be submitted to ACIS in writing. The airline used is at the discretion of ACIS. Confirmation of special flight arrangements is subject to availability and will normally be made within 45 days of departure. No extensions to your stay may be made at the beginning of your tour. Please note: ACIS travel protection ends on the last day of your ACIS program.

BUYING YOUR OWN AIRLINE TICKET

Please confirm with your group leader the correct

departure date and gateways of your program before making your own bookings on a flight-based itinerary, as these may be subject to change. Travelers may choose to purchase only the land portion of trips; contact ACIS for more details. They must make their own round trip travel arrangements and join the program at the first hotel accommodation. ACIS provides internal flights for NAF participants if included on the itinerary. Neither ACIS nor the group leader is responsible for the participant in any way when the participant is not part of the main group. Participants who change from an ACIS flight to their own transportation (NAF) or vice versa less than 90 days prior to the scheduled departure date will be charged \$175 for each change. Notification of such change must be in writing. No change can be made within 65 days of departure.

OPTIONAL EXCURSIONS, EXTRA DAYS, EXTENSIONS, AND SPECIAL REQUESTS

Optionals, extra days, extensions, homestay/language courses or special requests are only available when all group members participate. The deadline to enroll and pay for all optional excursions, extra days and extensions is 90 days prior to departure. Cancellation or unavailability of optional excursions, extra days or extensions shall not entitle participants to cancel basic programs. Once paid, optional excursions, extra days and extensions are not refundable.

CHANGES IN ITINERARIES AND PROGRAM ASSIGNMENT

ACIS reserves the right to make changes in fees, departure dates, departure cities, itinerary sequence, trip direction, airlines, hotels, restaurants, optional excursions, activities, ship assignment or cruise ports-of-call. On certain dates, especially holidays, some attractions or activities may be closed. ACIS reserves the right to substitute attractions or activities. Such changes are not grounds for withdrawal with full refund except as noted under "Refunds." ACIS may cancel a program due to insufficient enrollment, unforeseen operational difficulties, lack of projected availability or any other reasons. If a trip is cancelled by ACIS, a full refund will be made within 45 days. This is ACIS' sole liability, and under no circumstances will ACIS be liable for an amount in excess of the program fee.

FINALIZING DEPARTURE DATES

ACIS reserves the right to reassign participants to another departure date. During the winter and spring vacation periods, reassignment will be restricted to a date within the same weekend as the date originally selected. ACIS will notify group leaders of their exact day of departure, who will in turn be responsible for informing participants.

DEPARTURE INFORMATION

JFK, LaGuardia and Newark airports are used interchangeably for New York flight-based departures. Dulles and National airports are used interchangeably for Washington D.C. departures. ACIS reserves the right to use alternate airports in a city at its own discretion. Participants who change departure gateways between 90 and 65 days of departure will be charged a minimum of \$175. Notification of such change must be in writing. Changes cannot be made within 65 days of departure. No stopovers in the U.S. or Canada are allowed.

FLIGHTS

ACIS primarily utilizes regularly scheduled flights. Equipment, routing and itinerary for particular flights may be modified by the direct air carrier or by ACIS. Single plane service is not guaranteed; alternative aircraft of any carrier may be substituted at any time, and aircraft may make additional stops. Such changes will not create a right to cancellation or refund. ACIS is not responsible for flight delays, missed connecting flights, long layovers or any expenses related to such delays. ACIS books regular

economy class seats and is unable to accommodate requests for any type of upgrade due to the terms and limitations of our airline group travel contracts.

TICKETS AND FINAL DETAILS

The specific flight itinerary will be made available at least 45 days prior to departure. Airline ticket information will be sent only if full payment and the signed release from all participants has been received. Please note that ACIS only sends travel documents directly to the group leader, to individuals who are traveling from different cities than the rest of the group and to participants registering without a group leader.

LUGGAGE

Due to bus restrictions, the limit is 44 lbs per person which includes one suitcase and one small carry-on item. For groups traveling by flights, only a carry-on bag is included in your ticket. Participants are responsible for any airline luggage fees for checked luggage. Luggage travels at the risk of the participant, and ACIS is not responsible for any delay of, loss or damage to it or its contents. Airlines are strictly adhering to their policy of one carry-on bag. Please check with the air carrier directly for their specific baggage liability limitation. Airlines are not responsible for any act or event during the time the participants are not on board their planes or conveyances. The participant's contract in use by the airline, when issued, shall constitute the sole contract between the airline and the participant. Any and/or all transportation companies mentioned herein shall have or incur no responsibility for liability to any traveler aside from their liability as common carriers.

TOUR MANAGERS

ACIS groups are generally accompanied by an ACIS Tour Manager or local representative. ACIS Tour Managers do not normally accompany groups on "Your Way" programs. Tour managers are specialists in the city you are touring so on multi-city tours you may have more than one assigned.

GROUP SIZE

ACIS reserves the right to offer small groups the choice of moving to an alternate itinerary which goes to the same general area or paying a small group surcharge. If ACIS is unable to provide an alternate itinerary option, small groups with no travel options can elect to receive a full refund less the Comprehensive Protection Plan fee. For custom designed itineraries, ACIS reserves the right to charge a small group surcharge in the event the original projected participant numbers which were provided by the group leader and upon which the itinerary's costing was based are not attained. It is at the group's discretion whether to accept the small group surcharge or transfer to a catalog program suggested by ACIS.

ADULT TRAVELERS

In exceptional cases when a double room is not available for those who paid the double room surcharge, a refund of \$50 per night (or \$95 per night for a single, depending on rooming type) will be made by ACIS.

ADDITIONAL INFORMATION

Effective date of protection plan coverage is the day you depart for the ACIS program for which you are registered. Coverage terminates the day you have returned to your place of residence in the United States or at the end of the ACIS program for which you have registered. Notwithstanding any other provision of these Terms & Conditions, you acknowledge and agree that ACIS, its affiliates, directors, officers, employees or the group leader, host school or schools, including any person or entity employed or utilized by ACIS or host schools in any foreign country cannot be responsible for any injury, loss, damage, accident, delay or expense resulting from events beyond its control, including, without limitation, acts of God, war, terrorism, strikes, incidents of politically-motivated

violence, sickness or quarantine, government restrictions or regulations, and, in the absence of its own gross negligence, arising from the use of any vehicle or from ACIS' selection of, or from any act or omission by, any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, school, university, or other firm, agency, company or individual. Although ACIS may endeavor to work with customers to minimize any losses, delays or expenses resulting from any such event, ACIS does not guarantee any right to a refund, travel credit, or postponement of travel, except to the extent provided under the Protection Plan in which you participate. Please note that the descriptions in the promotional brochure or web site are sample program descriptions only. Your actual itinerary may be reversed or may vary slightly from the original description. The final itinerary which your group leader receives shortly before departure constitutes the program which will be provided by ACIS. No warranties, terms or conditions apply to any program unless expressly stated in this brochure or expressly stated in writing and signed by ACIS, 343 Congress Street, Suite 3100, Boston, MA 02210.

FINANCIAL SECURITY

ACIS shares the coverage available under the USTOA \$1 Million Travelers Assistance Program with affiliates of the American Council for International Studies who, as an active member of the USTOA, is required to post \$1 Million with USTOA to be used to reimburse, in accordance with the terms and conditions of the USTOA \$1 Million Travelers Assistance Program, the advance payments of ACIS customers in the unlikely event of ACIS bankruptcy, insolvency or cessation of business. Further, you should understand that the \$1 Million posted by ACIS and shared among its affiliates may be sufficient to provide only a partial recovery of the advance payments received by ACIS. More details of the USTOA Travelers Assistance Program and a list of affiliates may be obtained by writing to USTOA at 345 Seventh Avenue, Suite 1801, New York, NY, 10001, or by email to information@ustoa.com or by visiting their website at www.USTOA.com.

SPECIAL PROVISION/MEALS

Traveling with ACIS will require the ability to walk distances, navigate stairs and transport luggage. Travelers should anticipate encountering natural and architectural barriers outside the United States which ACIS cannot and does not control. Special meals and/or medical supervision cannot be provided. Portage is not included on ACIS programs.

ACIS offers and provides services on a fair and non-discriminatory basis, without consideration of any factor or characteristic prohibited by law and with equal opportunity for all applicants and participants. ACIS complies with all laws prohibiting discrimination.

ALLERGY INFORMATION

We take the risk of allergic reactions seriously. Please inform ACIS and your group leader immediately of any serious allergy concerns. It is important to note, that while we will communicate all allergies with our suppliers, it is not possible to guarantee 100% allergen-free food. So, if your allergies are severe please consider that you should be prepared to bring some of your own food and snacks for the duration of the trip.

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ACIS Release

1. I, the undersigned, whose name and signature appear on the reverse side of this form (and my parent or guardian if I am a minor), a registrant for a trip with the American Council for International Studies, Inc. ("ACIS"), the Educational Travel Subsidiary of AIFS, Inc., hereby acknowledge that I have read and agree to the ACIS Terms and Conditions and my itinerary description, as well as those provisions contained in the Release below, and acknowledge that they form part of my agreement with ACIS including sections concerning responsibility, refunds and changes in dates, cities, hotels and prices.
2. I/my guardian voluntarily consent(s) to participate in all activities provided and/or organized by ACIS (including the possibility of biking, snow sports, horseback riding, water-based activities and homestays), and I hereby assume all risks of loss and injury that may be incurred, directly or indirectly as a result of my participation in all activities provided and/or organized by ACIS. I/my guardian also authorize(s) ACIS to arrange for professional care and treatment for myself in case of a medical emergency. I/my guardian agree(s) that if I become ill or incapacitated, ACIS may, without incurring any liability, take such actions as it considers necessary under the circumstances, including securing medical treatment for me and transporting me home all at my own expense. I agree to release ACIS from any liability for the quality and timeliness of any such medical care received or for any expenses incurred. I understand I must adhere to ACIS' Behavior Guidelines (available through my ACIS online account) while traveling and I acknowledge I have read and agree to follow such rules and regulations specified therein. I understand that ACIS cannot accept responsibility for travelers not following these rules and regulations, and that I may be sent home at my own expense without benefit of any refund if I do not adhere to ACIS behavior guidelines and standards and the instructions of my group leader. I understand that if I am expelled from school or otherwise disciplined by school or civic authorities, I may be declared ineligible for the trip and my participation cancelled, subject to the refund policies stated below.
3. I will indemnify ACIS, its affiliates, agents, directors, employees, and my group leader, school, school officials and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others which I cause or contribute to, while participating on an ACIS program.
4. I understand it is my/my guardians' responsibility to meet the group leader accompanying me on a trip with ACIS and satisfy myself/themselves as to the appropriateness of the group leader to meet my needs and I/my guardian will inform the group leader of any special requirements for me.
5. I understand that ACIS reserves the right to reassign participants to a replacement group leader should the original group leader not participate in the program for any reason.
6. I understand that the air carriers' liability for loss or damage to baggage, or for death or injury to person or property, is limited by their tariffs and/or the Warsaw Convention and related agreements. Further, I understand that the air carriers assume no responsibility during such time that I am not on board their aircraft.
7. I understand that future ACIS/AIFS advertising and publicity material may include statements made by participants, or their photographs/video footage (including social media content). I consent to such use of my content, comments or photographic/video likenesses.
8. I understand that I am responsible for exercising caution and common sense at all times to avoid injuries. I understand that ACIS is providing, as part of the program fee, basic protection coverage (see page 4) for my benefit, including limited health, accident and life insurance in the event of injury or illness while on an ACIS program, as well as limited program cancellation or interruption insurance if I fail to participate or am delayed in connection with an ACIS program as a result of certain specified actions or events. I acknowledge that I accept the full description and limitation of this coverage that appears in the protection brochure, a copy of which is available upon request.
9. I hereby waive and release ACIS, its affiliates, agents, directors, officers, and employees and my group leader, host school agents and school officials, including any person or entity employed or utilized by ACIS or host schools in any foreign country, from all claims arising from any injury, loss, damage, accident, delay, or expense resulting from events beyond its control, including without limitation, acts of God, war, terrorism, strikes, incidents of politically-motivated violence, sickness or quarantine, government restrictions or regulations, and, in the absence of its own gross negligence, arising from the use of any vehicle or from ACIS' selection of, or from any act or omission by, any host family, bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel service, hotel, restaurant, school, university, or other firm, agency, company or individual.
10. If my local municipality, school, school board, school administration or similar group is officially sponsoring this trip, I will receive written notification of that fact from my local municipality, school, school board, school administration or similar group, together with a statement of any responsibility for the trip assumed by that organization. In the absence of such a written notification, I understand that the trip is not officially sponsored or supported by my municipality or my school system, although they may, as a courtesy to the teacher involved, allow school or municipal premises or services to be used in connection with planning for the trip. Therefore, my local school, school board, school administration, school officials, municipality and municipal officials have no liability or responsibility whatsoever with respect to the trips unless they expressly inform me otherwise in writing, and by going on an ACIS trip I expressly release and waive all claims of any type against any or all of the foregoing in any way related to, or arising out of, the trip.
11. I understand that ACIS reserves the right to make changes in the program and in program costs as described in the ACIS catalog, program brochure and itinerary description without liability for refund.
12. I understand it is my responsibility to have an acceptable form of ID to comply with the Real ID Act for any trip involving a domestic flight. I also understand that obtaining a passport, birth certificate (original or certified copy) is my responsibility. If I am not a U.S. citizen, I understand it is my sole responsibility to obtain, in advance, any visas and other documents which may be required to enter or connect through all the countries on my itinerary and to re-enter the United States. If I have a passport from a country other than the United States, I must contact the local consular offices of the countries I will be visiting to obtain the necessary visas. Such visas are not obtainable on the spot. Whether I am a U.S. citizen or not, ACIS will be held harmless in the event I am unable to obtain the necessary documents for participation in the program. I understand that inability to obtain these visas and other documents does not constitute grounds for withdrawal with full refund; the standard refund policy will apply.
13. I understand that ACIS provides without charge a re-routed itinerary if: 1) The U.S. Department of State states there has been a terrorist attack against U.S. interests and 2) the U.S. Department of State issues a Level 4 Travel Advisory that Americans should not travel to any country visited on the itinerary and 3) the official Level 4 Travel Advisory is issued or in effect within 90 days prior to departure. In such situations, if ACIS in its sole judgment decides to operate its program, I may withdraw and receive from ACIS, under my protection coverage, a full refund less \$100, Comprehensive Protection Plan fee and any visa fees, or after the trip has already commenced, I may withdraw and ACIS will provide the cost of a return flight to the U.S. city of departure up to the limit provided without refund of any other fees paid. In situations where protection coverage does not exist, ACIS' standard refund policy shall apply. A copy of the protection brochure describing this coverage is available upon request. In all cases ACIS reserves the right to cancel, alter, relocate or postpone programs as it determines necessary without penalty.
14. I acknowledge acceptance of the terms of the refund policy as outlined on page 5 of the registration booklet. I understand that all refund requests must be in writing and addressed to American Council for International Studies, 343 Congress Street, Suite 3100, Boston, Massachusetts 02210.
15. I understand that teachers who travel with their students will receive complimentary benefits from ACIS or its affiliates as compensation for chaperoning, preparation and organization of the educational travel program.
16. I agree that any dispute with ACIS will be submitted to binding arbitration, to be conducted substantially in accordance with the rules of the American Arbitration Association. Unless ACIS agrees to a different location, the arbitration shall be conducted in New York County, New York State. I agree that if I do not substantially prevail in the arbitration, I will be responsible for ACIS' expenses, including lawyers' fees participating in the arbitration. The decision of the arbitrator shall be final. I understand that by signing this agreement, I am giving up my right to have any claim against ACIS decided in court before a judge or jury.
17. This agreement will be effective when my application is accepted by ACIS and shall be governed by the laws of the State of Connecticut. This agreement cannot be modified except in writing by ACIS.

