

# Alternate Return Request Form

Any traveler, whether group leader, assistant or participant, who wishes to extend his or her stay at the end of an ACIS program must complete this form and return it to ACIS as soon as possible. This form must be received by ACIS at least 90 days before departure. ACIS is not able to process any Alternate Return Requests within 90 days of departure.

## AVAILABILITY

The Alternate Return option is available based on airline group guidelines. Following your extension, you may return from the city in which your program ends or you may choose to return from another major international city. Your US departure and return cities must be the same.

All participants choosing an alternate return must book their own hotel accommodations throughout their extension as well as arranging for any ground transportation, additional in-country flights and airport transfers on the day of their return flight, and any necessary

Covid testing. ACIS cannot provide any transportation from the group's final departure city to the individual's requested alternate return city. Note that all ACIS Travel Protection coverage lapses after the basic program had ended. Flight information will be available approximately 30 days prior to departure.

## FEE

After filling out this form, you will be billed a \$175 Alternate Return Fee, plus any additional airline ticket costs. Each subsequent change will be \$130. Please note that you will be billed a weekend surcharge of \$40 (prior to May 16)

or \$50 (May 16 onwards) if your new return date falls on a Friday, Saturday or Sunday. You will also be billed any higher seasonal fares or gateway charges as applicable. Non-stop flights are not guaranteed and, while particular airlines and flight numbers can be requested, these cannot be guaranteed. No changes are allowed within 65 days of departure.

## CURRENT TRIP INFORMATION

Today's Date: \_\_\_\_\_ Group Leader's Name: \_\_\_\_\_

Participant's Name: \_\_\_\_\_ Account ID#: \_\_\_\_\_ Trip Code: \_\_\_\_\_

Participant Type (check one):  Group Leader\*  Assistant  Participant

Group Departure Date: \_\_\_\_\_ Group Departure City: \_\_\_\_\_

\* If you are a group leader and plan to make an alternate return that separates you from a student group, you must arrange for an assistant or other designated adult chaperone to accompany the group home. Please include a letter of consent from the assistant/adult chaperone and your participants' parents or guardians with this form.

## ALTERNATE RETURN INFORMATION (SPECIFIC DATE REQUIRED)

Alternate Return Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Alternate Return Departure City: \_\_\_\_\_

Must be the city in which your program ends or another major international city. Please note that you will be billed a \$40/\$50 weekend surcharge if your return flight falls on a Friday, Saturday or Sunday. Particular airlines and flight numbers cannot be guaranteed (only requested).

Additional comments: \_\_\_\_\_

## SIGNATURES

*This form cannot be processed without appropriate signatures.*

Signing (if you are an adult) and submitting this form implies acceptance of the general ACIS Terms and Conditions as well as the specific conditions listed above under "Availability" and "Fee."

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home or daytime phone: \_\_\_\_\_

Parent/Guardian's signature (if you are under 21): \_\_\_\_\_

## Please return via:

Scan/email: [accounts@acis.com](mailto:accounts@acis.com) • Fax: 617-450-5601 • Mail: 330 Congress St., Suite 5 Boston, MA 02210

### ACIS USE ONLY

Group ID#: \_\_\_\_\_ Acct ID#: \_\_\_\_\_ TCH: \_\_\_\_\_  
TC: \_\_\_\_\_ End City: \_\_\_\_\_ Add-on: \_\_\_\_\_