



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.



/acistours



/acis2247



/acistours



/acistours

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, 330 Congress Street, Suite 5, 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 protection that's right for you. Your ACIS program fee includes Basic Protection coverage. **ACIS recommends that participants upgrade to our Ultimate-Plus Protection Plan, which offers enhanced on-tour coverage plus the ability to cancel for any reason* and receive a full refund.** For details of plan policies, please see the "Protection Plans" section on page 4 of this booklet.

	INSURANCE COVERAGE	CANCELLATION REFUND POLICY	RATE
ULTIMATE-PLUS PROTECTION PLAN	MOST ENHANCED health coverage*, program interruption, baggage delay/loss and travel delay protection while on tour.	MOST ENHANCED cancellation refund policy.** Cancel for any reason and receive a 100% cash refund (less the cost of the protection plan itself).	\$25 per day \$100 surcharge for participants age 66+ Must be selected and paid for no later than 130 days before departure.
BASIC PROTECTION PLAN	STANDARD health coverage*, program interruption, and travel delay protection while on tour. No baggage delay coverage.	STANDARD cancellation policies apply in all cases.	Included in program fee

Plans must be purchased for the entirety of the tour, including departure and return dates. *Health coverage is not available for trips within the U.S. **Cancel for any fortuitous reason in NY. **For Residents of MN, MO, NY and WA Only: The ACIS Pre-Departure Cancellation Fee Waiver can be purchased separately from the overall Travel Protection Plan. Contact ACIS at accounts@acis.com to purchase the Cancellation Fee Waiver separately.

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

ON-TOUR COVERAGE

Your ACIS program fee includes Basic Protection Plan coverage. Health Protection and Travel Delay/Quarantine coverage is underwritten by Crum & Forster SPC under Policy # CC001381-VA and supported by the Team Assist Plan. Full plan details are available at <https://acis.com/acis-visit-america-ontour-plan/>.

Coverage	Basic Protection Plan <i>Good</i>	Ultimate-Plus Protection Plan <i>Best!</i>
Health Protection Includes 24 hour medical assistance, consultation, monitoring and emergency evacuation where deemed necessary by Team Assist.	Coverage up to \$15,000. \$200 deductible. Health coverage isn't available for trips within the U.S.	Coverage up to \$30,000. No deductible. Team 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 isn't available for trips within the U.S.
Trip Interruption Medical and other interruption reasons as stated below.	Up to \$250 toward the cost of a one-way economy ticket home.	Up to \$1,000 toward the cost of a one-way economy ticket home.
Baggage Delay/Loss	No coverage is included.	If bags are 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 \$1,000 total will be reimbursed if a signed police or airline report accompanies the claim. \$50 deductible applies.
Travel Delay Protection	If your trip is delayed 12 or more hours, up to \$150 per day of traveling expenses will be reimbursed by Team Assist up to a maximum of \$1,500. Travel Delay Protection coverage also applies if you are forced into medical isolation overseas by a recognized government authority due to having, or being suspected of having, a contagious disease.	

Protection plans must be selected and premiums paid in full in order to be activated.

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.

CANCELLATION COVERAGE

Cancellation coverage is underwritten by the Zurich American Insurance Company and ACIS.

Full plan details are available at <https://policy.covermore.us/366ZA-0123>. Refund amounts include the cost of overseas health protection.

	Basic Protection Plan: Flight Groups	Basic Protection Plan: Bus Groups	Ultimate-Plus Protection Plan: Flight and Bus Groups
Refunds when Cancelling for Any Reason			
130+ days prior to departure	All payments less \$200	All payments less \$75	Full cash refund (less the cost of the protection plan itself)
129-90 days prior to departure	All payments less \$300		
89-65 days prior to departure	All payments less \$400		
64-30 days prior to departure	All payments less \$500	All payments less \$200	
29-15 days prior to departure	No refunds	All payments less \$400	
15-4 days prior to departure		No refunds	
Less than 4 days prior to departure			No refunds
Refunds when Cancelling for Covered Reasons Outlined in Plan Contract			
Any date up to departure	Standard refunds above apply		Full cash refund (less the cost of the protection plan itself)

Cancellation Coverage Details

The **Ultimate-Plus Protection Plan** offers a full refund in cash for any reason up to 4 days before departure. Within 4 days of departure until your trip departs, full refunds are only available for medical, job loss and other covered reasons listed in the policy.

The **Basic Protection Plan** is intended to provide core health and travel delay protection on tour and does not offer any special cancellation benefits for medical or job loss-related reasons.

PROVISION OF REFUNDS

All cancellation refunds will be processed and issued by ACIS. Benefits when Cancelling for Any Reason will be paid by ACIS on behalf of Zurich American Insurance Company. The Zurich American Insurance company reimburses ACIS for 75% of the cancellation refund amounts and ACIS covers the remaining amount due. Please note for ACIS to process and issue the refund on behalf of Zurich

American Insurance Company, we will need an attestation signed confirming your agreement. Additional documents will be required by Zurich to review claims for those individuals canceling for an insurable reason.

CANCELLATION NOTES

1. If you elect to obtain a refund, that refund shall be ACIS' sole responsibility to participants and parents/legal guardians. **All cancellations must be submitted using our online cancellation form available at acis.com/cancellationform.** Any refund that you are owed will be sent within 45 days of receipt of your cancellation request.
2. Refund amounts include the cost of overseas health protection. The Ultimate-Plus Protection Plan Fee and any visa fees are non-refundable and non-transferable. Non-refundable fees also include, but are not limited to, ACIS Travel Credit Voucher credits, late fees and cancelled check fees. ACIS Travel

Credit Vouchers are transferable, are not redeemable for cash and expire two years from the date of issue. Please contact ACIS for more details.

3. Refunds are not available for missed meals, accommodations, transportation (including flight costs) or activities once the program has started unless you have selected our Ultimate-Plus Protection Plan and encounter a trip interruption for a covered reason. Minor alterations in programs will not result in refunds.

REINSTATEMENT FEES

Cancelled participants who request to be reinstated must send full payment, including a \$50 Reinstatement Fee (plus any additional airline charges), 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.

TRAVEL SECURITY CLAUSE

As part of the Basic Protection Plan provided by ACIS, a group's itinerary may be rerouted or rescheduled at no cost to participants if the U.S. Department of State issues a Level 4 Travel Advisory that Americans should not travel to any country scheduled on the itinerary and the official Level 4 Travel Advisory is in effect within 90 days prior to departure. This clause also applies 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.

ADDITIONAL PLAN INFORMATION

The purchase of these products is not required in order to purchase any other travel product or service. Your travel retailer might not be licensed to sell travel insurance and will only be able to provide general information about the product. An unlicensed travel retailer may not answer questions about the terms and conditions of the insurance offered and may not evaluate the adequacy of your existing insurance coverage. The products being offered provide insurance coverage that only applies during your covered trip. You may have insurance coverage from other sources that provide similar benefits but may be subject to different restrictions depending upon the coverage. You may wish to compare the terms of the travel policy offered through Cover-More Inc with any existing life, health, home and automobile insurance policies you may have. If you have questions about your coverage under your existing insurance policies, contact your insurer or insurance agent or broker. The Ultimate and Ultimate-Plus Insurance products are offered and provided by Cover-More Inc. as made available through Cultural Insurance Services International Inc. ("CISI") for ACIS. The product descriptions provided here are only brief summaries. Coverage and rates may vary by state. The full coverage terms and details, including limitations and exclusions, are contained in the insurance Policy. If you have questions about coverage available under our plans, please review the policy or contact Cover-More at 844-282-7856. Cover-More Inc. (CA Agency License #0N13321) is the travel insurance provider. The product is underwritten by Zurich American Insurance Company (NAIC # 16535) and claims are administered and paid by Zurich Travel Assist.

Terms and Conditions

These Terms and Conditions are valid for all ACIS Program registrations after December 4, 2020 and are subject to change with or without notice. However, the applicable Terms and Conditions for your program are those set forth on the ACIS website at www.acis.com/student-resources at the time you register for a program.

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 Ultimate-Plus 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. Airport taxes that are collected on the spot in foreign airports.

CUSTOMIZED PROGRAMS

Due to advance reservation fees related to specific group requests, 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, which may be non-refundable in the event of a cancellation, notwithstanding and in excess of the standard refund policy contained herein. Your group leader will be responsible for communicating if such a booking pertains

to your group.

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 including but not limited to when ACIS air or land space is full or after ticketing deadlines. New enrollments are not generally accepted within 60 days of departure. In the unusual circumstance that a new application is accepted within 60 days of departure, full payment plus the appropriate late fee must be paid in the form of a cashier's check, money order or by credit card upon an application for registration, and the participant may be subject to additional air or land surcharges. If an application for registration is not accepted by ACIS, a full refund will be made within 45 days of ACIS's decision not to accept the application for registration. Participants who are placed on a waiting list will receive notification at least 45 days prior to departure whether they have been accepted off the waiting list and, if not accepted, will receive a full refund.

PAYMENT PROCESSING

When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check, image or draft transaction. For inquiries, please contact us by any of the methods listed on page 2.

RETURNED CHECKS

ACIS will assess a \$50 Return Check Fee for each returned check.

LATE FEES

Participants who fail to make the appropriate payments or meet payment deadlines will be charged the late fees outlined on page 3. These fees are non-refundable.

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, weekend surcharge (if applicable) 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 additional 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 (including but not limited to safety, travel protection and arrangements and accommodations) when the participant is not part of the program for the main group as scheduled by ACIS. All individual changes proposed by a participant must be submitted to ACIS in writing. The particular airline used shall be determined by ACIS. Confirmation of special flight arrangements is also 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 program. Please note: ACIS travel protection begins on the first day of your ACIS program and 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 group 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 programs; contact ACIS for more details. Should you choose to purchase only the land portion of program, you must make your own round-trip travel arrangements and join the group in your program at the first hotel accommodation. Neither ACIS nor the group leader is responsible for the participant in any way when the participant is not part of the main group in your program. Participants who change from an ACIS flight to their own transportation (No Airfare, or NAF) or vice versa less than 90 days prior to the scheduled departure date will be charged \$175 plus any additional airline fees for each change. ACIS provides internal flights for NAF participants if included on the itinerary. 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 for by the participant, optional excursions, extra days and extensions are not refundable.

CHANGES IN ITINERARIES AND PROGRAM ASSIGNMENT

ACIS reserves the right to make changes in departure dates, departure cities, itinerary sequence, trip direction, airlines, hotels, restaurants, optional excursions, activities, ship assignment or cruise ports-of-call. Additional fees may apply if your group agrees to change to a different itinerary proposed by ACIS. On certain dates, especially holidays, some attractions or activities may be closed. ACIS reserves the right to substitute attractions or activities with others of generally similar interest, appeal or value. Such changes are not grounds for withdrawal from the program except as noted under our Cancellation Coverage. ACIS may permanently cancel a specific program up to the day the program is scheduled to begin due to insufficient enrollment, unforeseen operational difficulties, lack of projected availability of itinerary specifics, governmental travel restrictions or warnings, health concerns (including but not limited to pandemics) or any other reason in its sole discretion. If ACIS cancels a program without offering an alternative program and/or alternative dates for the original program, a full refund will be made within 45 days of the cancellation. However, if ACIS offers an alternative program and/or alternative dates for the original program, any cancellation by a participant is subject to our standard cancellation refund policies. In the event of a cancellation or rescheduling of a program for any other reason, participants are limited to our standard refund policies. By registering for a program, you agree that ACIS shall have no obligation to refund any amounts to you beyond what is required under the Terms and Conditions under any circumstances and upon registration for a program you agree to waive any and all claims for additional refunds or compensation no matter the reason beyond what is stated in the Terms and Conditions.

FINALIZING DEPARTURE DATES

ACIS reserves the right in its sole discretion to reassign participants to another departure date and/or itinerary. ACIS will notify group leaders of their group's exact day of departure, and the group leader, in turn, will be responsible for informing participants.

DEPARTURE INFORMATION

At ACIS's discretion, one of JFK, LaGuardia and Newark airports will typically be used for New York flight-based departures and Dulles and National airports will typically be used for Washington D.C. flight-based departures.

However, ACIS reserves the right to use alternate airports in a city at its discretion. Participants who change departure cities 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. However, 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 any 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. Participants interested in a seating upgrade will be charged a \$150 Upgrade Fee, plus additional airline charges. These charges may also be subject to different cancellation policies as upgraded tickets are handled outside our group contract and may be non-refundable under airline policies upon purchase.

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 by ACIS. 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. Any airline baggage fees are the responsibility of the traveler. Luggage travels at the risk of the participant, and ACIS is not responsible for any delay, loss or damage of or to luggage or its contents. Most airlines strictly adhere to a policy of one carry-on bag. Please check with the specific air carrier involved in your program directly for their specific baggage liability limitation. Participants are responsible for any and all airline luggage fees. Airlines are generally not responsible for any act or event occurring when the participants are not on board their planes or conveyances. The airline regulations and the participant's contract with the airline, when issued, shall constitute the sole contract between the airline and the participant. Any and/or all transportation companies mentioned herein or arranged by ACIS in connection with your program shall have no 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 and/or departure date, or in some cases paying a small group surcharge. 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, modify the itinerary or transfer to a 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.

RESTRICTIONS ON ACIS LIABILITY

Notwithstanding any other provision of these Terms & Conditions, you acknowledge and agree that ACIS, its owners, parent entities, subsidiaries, affiliates, directors, officers, agents, employees, the group leader, and host schools, including any person or entity employed or utilized by ACIS or host schools in any foreign country, shall not be liable for any injury, loss, damage, accident, delay or expense experienced by you for any reason in connection with ACIS' failure or delay in performing any of its obligations hereunder occurring as a result of events beyond its control, including, without limitation, acts of God, war, terrorism, strikes, lockouts, incidents of politically-motivated violence or sanctions, sickness or quarantine, partner bankruptcies or discontinuance of services, government restrictions or regulations, pandemics, or health concerns. 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 Terms and Conditions that apply to your program or the Protection Plan in which you participate. This limitation of liability also pertains to ACIS, absent its own gross negligence, in its use of any vehicle or other method of transport 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, vendor, agency, company or individual.

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. 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 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 apply to any program except as expressly stated by ACIS in the Terms and Conditions.

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 certain 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 and for which ACIS cannot provide alternative accommodations. Special meals and/or medical supervision will not be provided by ACIS. Porterage is not included on ACIS programs. ACIS offers and provides services on a fair, equitable and nondiscriminatory 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 with any serious allergy concerns. It is important to note, that while

we will communicate all allergies that we are expressly told about by a participant to our suppliers, it is not possible to guarantee 100% allergen-free food. So, if your allergies are severe please consider the danger, and traveling on tour will be at your own risk. In all instances the participant shall be responsible for taking precautions against potential allergic reactions, and in no event shall ACIS be liable for any

adverse allergic reaction caused suffered by any participant.

© Copyright 2023 by the American Council for International Studies, Inc. All rights reserved. No part of this document may be reproduced without prior written permission. American Council for International Studies®, ACIS®, the ACIS® logo and Travel Changes Lives are trademarks and/or service marks of ACIS. All other trademarks are the property of their respective owners. IMPORTANT LEGAL NOTICE: ACIS believes all information to be accurate at the time of publication. However, we reserve the right to make corrections.

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 program 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 will 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 ACIS' stated refund policies.
3. I will indemnify ACIS, its owners, parent entities, subsidiaries, affiliates, directors, officers, agents, employees, the group leader, school, school officials, host schools, including any person or entity employed or utilized by ACIS or host schools in any foreign country and hold them harmless for any liability, damages or obligation which I personally incur or sustain, or which I cause or contribute to causing to others, while participating on an ACIS program.
4. I understand it is my/my guardians' responsibility to meet the group leader accompanying me on a program with ACIS and satisfy myself/themselves as to the appropriateness of the group leader to meet my needs and I/my guardian will discuss with the group leader any special requirements for me that are requested.
5. I understand that ACIS reserves the right to reassign participants to a replacement group leader should the original group leader fail or be unable to 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 hereby consent to such use of my content, comments or photographic/video likenesses without the need for additional prior approval or consent.
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 owners, parent entities, subsidiaries, affiliates, directors, officers, agents, employees, the group leader, and the host schools, including any person or entity employed or utilized by ACIS or host schools in any foreign country, from all claims of or for liability, injury, loss, damage, accident, or expense in connection with a delay or failure of ACIS to perform its obligations hereunder arising or occurring as a result of events beyond its control, including, without limitation, acts of God, war, terrorism, strikes, lockouts, incidents of politically-motivated violence or sanctions, sickness or quarantine, partner bankruptcies or discontinuance of services, government restrictions or regulations, pandemics, or health concerns. ACIS will not provide any refund, travel credit, or postponement of travel, except to the extent provided under the Terms and Conditions that apply to your program or the Protection Plan in which you participate. This limitation of liability also pertains to ACIS, absent its own gross negligence, in its use of any vehicle other method of transport 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, vendor, agency, company or individual.
10. If my local municipality, school, school board, school administration or similar group is officially sponsoring this program, 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 program assumed by that organization. In the absence of such a written notification, I understand that the program 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 program. Therefore, my local school, school board, school administration, school officials, municipality and municipal officials have no liability or responsibility whatsoever with respect to the programs unless they expressly inform me otherwise in writing, and by going on an ACIS program 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 program.
11. I understand that ACIS reserves the right to make changes to the program/or program fee as described in the ACIS Terms and Conditions, without liability for refund or otherwise.
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. I acknowledge that such visas are not obtainable on the spot overseas. Whether I am a U.S. citizen or not, ACIS will not be liable and I will hold ACIS 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; if this were to occur, I understand and acknowledge the standard refund policy will apply.
13. I understand that ACIS provides without charge a re-routed or rescheduled itinerary if the U.S. Department of State issues a Level 4 Travel Advisory that Americans should not travel to any country scheduled on the itinerary and the official Level 4 Travel Advisory is in effect within 90 days prior to departure. In all cases ACIS reserves the right to cancel, alter, relocate or postpone programs as it determines necessary without liability.
14. I acknowledge, agree to and fully accept the terms of the refund policy as outlined on page 4 of the registration booklet. I understand that all refund requests must be in writing to the ACIS office or via email from an email address associated with the account of an adult traveler or guardian of the student traveler.
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 and all disputes 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 Suffolk County, Massachusetts. I agree that if I do not substantially prevail in the arbitration, I will be responsible for ACIS' expenses, including lawyers' fees, incurred by ACIS in participating in the arbitration. The decision of the arbitrator shall be final and non-appealable. I understand that by signing this agreement, I am giving up my right to have any claim against ACIS decided in a municipal, state or federal court before a judge or jury.
17. This agreement shall become effective when my application is accepted by ACIS and shall be governed by the laws of the Commonwealth of Massachusetts. This agreement cannot be modified except in writing by ACIS.



9973

ACIS USA/Canada Registration Form

Office Use Only

Please use blue or black ink, print in CAPITAL LETTERS and fill in circles completely (ex: ●). Do not staple anything to this form.
Please return this form to: ACIS, 330 Congress Street, Suite 5, Boston, MA 02210

Program Selection

Group Leader's Last Name

Group #

Departure Date
(MM/DD/YYYY)
 / /

Program Name

Participant Information:

Last Name (Print all of your names exactly as they appear on your passport and/or birth certificate.)

First Name

Middle Name

Address

City

State

Zip

Mobile Telephone

 - -
Date of Birth
MM/DD/YYYY
 / /
Sex: ☐ M ☐ F

Participant Email

Billing/Permissions Contact Info: Required for participants under 21 years of age.

Parent/Guardian First and Last Name

Mobile Telephone

 - -

Email

Emergency Contact Info: Required for all participants.

First and Last Name (of someone not traveling with you)

Relationship

Home Telephone

 - -

Mobile Telephone

 - -

Rooming and Additional Options: Please fill in all that apply. Standard rooming is quad occupancy for travelers age 21 and under.

- ☐ I would like to pay for a rooming upgrade: ☐ double ☐ twin ☐ single with: _____
- ☐ I will book my own round-trip transportation. (I will meet the group at the first hotel.)
- ☐ I would like to extend my stay after the trip. (A form will be sent to you about alternate returns.)
- ☐ I would like ACIS to book me from a DIFFERENT U.S. departure city than that of my group: _____

(Both participants must pay a surcharge to guarantee a twin or double)

Protection Plans: Please see page 4 or www.acis.com/travel-protection for more information.

- ☐ I select the Ultimate-Plus Protection Plan (with extra health protection and full cancel-for-any-reason coverage).
- ☐ I decline additional coverage at this time.

Payment: Please pay via check or money order made payable to ACIS.

Minimum Payment: \$200.

Amount Enclosed \$

Select your preferred Payment Plan: (If no selection is made, payment plan defaults to Automatic Payments)

- ☐ **Automatic** – Pay in monthly installments up to 45 days pre-departure, deducted from the attached checking account.
- ☐ **Manual** – Pay a \$200 deposit now, with another \$200 due within 30 days. Full balance due 60 days pre-departure. Late fees apply.

Signatures

I have read the attached ACIS Terms and Conditions and the ACIS Release and agree to be bound thereby, **and agree to be responsible for all amounts owed ACIS.** I am in good physical and mental health and am able to travel without special medical supervision or special counseling.

Signature of Registrant

Date

All registrants under 21 years of age must have the following section completed: I am the parent/legal guardian of the above minor registrant. I have read the ACIS Terms and Conditions and the ACIS Release, and agree to be bound thereby, and agree to be responsible for all amounts owed ACIS by the minor and any other actions by the minor on the ACIS trip. I hereby consent to the above minor registrant's participation in all activities organized and/or provided by ACIS. I hereby assume all risks of loss and injury that may be incurred, directly or indirectly, as a result of any such participation and authorize ACIS to arrange for professional care/treatment in case of an emergency.

Signature of Parent or Guardian

Print Name

Date