

## TROPICALTREE TRIP ENROLMENT FORM

### TRAVELLER INFORMATION:

<b>STUDENT INFO:</b>		LAST:	FIRST, MIDDLE:
GRADE:	SCHOOL NAME:	TEACHER REFERENCE:	
SEX (M or F):	D.O.B. (MM-DD-YYYY):	PASSPORT NUMBER:	PASSPORT EXPIRY DATE (MM-DD-YYYY):
<b>NOTE: Passport must be valid for minimum 6 months after the trip return date.</b> <i>Please enclose two photocopies/scans of your passport and a copy of one other government issued photo identification.</i>			
<b>MAILING ADDRESS:</b>		STREET:	SUITE #:
CITY/TOWN:		PROVINCE:	POSTAL CODE:
HOME PHONE:	OTHER PHONE:	EMAIL:	
<b>LEGAL GUARDIAN:</b>		LAST:	FIRST, MIDDLE:
<b>RELATION TO STUDENT:</b>		DESCRIBE HERE (EXAMPLE: FATHER, MOTHER, AUNT, UNCLE, ETC):	
<b>ADDRESS (IF DIFFERENT):</b>		STREET:	SUITE #:
CITY/TOWN:		PROVINCE:	POSTAL CODE:
HOME PHONE:	OTHER PHONE:	E-MAIL:	
<b>EMERGENCY CONTACT:</b>		LAST:	FIRST, MIDDLE:
HOME PHONE:	OTHER PHONE:	EMAIL:	
<b>EMERGENCY CONTACT:</b>		LAST:	FIRST, MIDDLE:
HOME PHONE:	OTHER PHONE:	EMAIL:	

### TRIP INFORMATION:

<b>TRIP (CHECK ONE):</b>	<input type="checkbox"/> TOUR: PANAMA! <input type="checkbox"/> HOLA, CUBA★ <input type="checkbox"/> DISCOVER COSTA RICA		
<b>TRAVEL DATES:</b>	DEPARTURE (MM-DD-YYYY):	RETURN (MM-DD-YYYY):	
<b>PAYMENT METHOD:</b>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Cheque <input type="checkbox"/> Cash		
<b>CREDIT CARD INFO:</b>	CREDIT CARD NUMBER:	EXP. DATE:	SIGNATURE:
<b>PAYMENT (CHECK ONE):</b>	<input type="checkbox"/> \$500 Deposit            Full payment: <input type="checkbox"/> \$2099 Panama <input type="checkbox"/> \$1849 Cuba <input type="checkbox"/> \$2499 Costa Rica		

**NOTE: Cheque or Money Order is payable to "YYZ Travel". See Terms & Conditions for payment schedule, cancellation policy & refund policy.**



**MEDICAL INFORMATION:**

OHIP / PROVINCIAL HEALTH CARE NUMBER: \_\_\_\_\_

ARE YOU CURRENTLY TAKING ANY MEDICATION? \_\_\_\_\_ (IF YES, LIST AND/OR DESCRIBE BELOW.)

PLEASE LIST AND DESCRIBE ANY ALLERGIES OR MEDICAL CONDITIONS:

*NOTE: If your allergy or medical condition requires an EpiPen; you must supply an extra EpiPen to a chaperone or trip organizer prior to departure.*

***It is mandatory that all travelers booking with Tropicaltree (YYZ Travel) have or obtain out of country Medical Insurance. The coverage offered is provided by RBC Insurance. The Full Insurance option covers medical, cancellation & interruption, flight accident, and baggage & personal effects.***

INSURANCE:

*Refer to Insurance Enrolment Form*

*NOTE: For travelers who are already insured, you must provide proof of out of country medical insurance. Please enclose proof of coverage by enclosing photocopies of any pertinent documents.*

**ENROLMENT FORM SUMMARY:**

TRIP BOOKED

\$2099 (PANAMA)     \$1849 (CUBA)     \$2499 (COSTA RICA)

INSURANCE

*Refer to Insurance Enrolment Form*

TOTAL PAID:

\$

BALANCE OUTSTANDING

\$

*NOTE: Cheque or Money Order is payable to "YYZ Travel".  
The outstanding balance must be paid in full 60 days prior to departure date. For more details please refer to the Terms & Conditions.*

STUDENT:

SIGNATURE:

DATE:

LEGAL GUARDIAN:

SIGNATURE:

DATE:

TEACHER:

SIGNATURE:

DATE:



## **APPLICABLE TERMS AND CONDITIONS**

### **Payment and Deposit Requirements:**

When a trip/tour/vacation is booked, 60 days or less before the departure date full payment is due immediately. Otherwise, a deposit of \$500.00 per person plus applicable insurance is due immediately on booking and the balance or final payment is due no less than 60 days prior to departure date.

The deposit and insurance (full insurance optional) is due at the time of booking. YYZ Travel reserves the right to cancel a booking where any payment is not received within 5 days of its due date.

Accepted methods of payment are: Visa, MasterCard, American Express, Cash, Cheque or Money Order.

### **Refund and Cancellation Policies:**

Cancellations: If you need to cancel your booking, you must notify an YYZ Travel representative immediately. Cancellation charges are calculated based on the date that YYZ Travel receives notice of cancellation (see below).

### **Cancellation Charges:**

60 days or more prior to departure - \$500

59 days to 31 days prior to departure – 50% of total price

30 days prior to, including and after departure date – 100% of total price

The cancellation charge compensates YYZ Travel for damages arising from cancellation, including, among other things, pre-payment made on booking of travel and other services and administration costs involved in processing a cancellation. By booking a trip/tour/vacation you agree that the cancellation charge is a genuine estimate of damages to YYZ Travel of any cancellation and is not a penalty. YYZ Travel may arrange for the resale of any holidays you cancel without refund to you.

\*\*Total price is all money due and/or paid to YYZ Travel.

### **Travel Insurance:**

It is strongly recommended that all travellers obtain adequate insurance coverage to protect themselves should they be obliged to cancel a trip/tour/vacation due to health problems or unforeseen circumstances. You may purchase such insurance from YYZ Travel at the time of booking. On all our school trips/tours/vacations, purchase of medical insurance or proof of existing medical insurance is mandatory.

YYZ Travel offers medical and full coverage insurance through RBC Insurance

You agree that YYZ Travel shall not be responsible or liable for health problems that may arise or become aggravated while travelling or at your destination. Standards of medical care may differ from those in Canada. Treatment may be expensive, payment in advance may be required and provincial health care coverage may be limited.

### **Behaviour Code:**

All Tropicaltree trips are subject to the rules and regulations of your Board of Education with regard to "Behaviour and Dress Codes". Any student violating the behaviour codes will immediately be sent home at his/her expense.

