



GENERAL TOUR POLICIES

Page One

PAYMENTS

All initial deposits are non refundable and non-transferable! Deposits must be made by school, activity or booster club account. **Personal checks are not accepted!** All payments are due in the accounting office BY the deadline date specified and NOT postmarked by that date.

CANCELLATIONS

All initial deposits received are non-refundable! Subsequent payments received prior to the 60 day deadline may be transferred to someone taking that student's place provided any applicable change fees are paid in advance! However, the deposit cannot be transferred to another participant, participant's balance or final balance.

All cancellation requests MUST be sent in writing to HTEDance's main office in San Antonio, Texas. Cancellation must be received 60 days PRIOR to the departure date of that tour or December 1st, whichever comes first!

After 60 days PRIOR to the final payment date (or December 1st) no refunds are allowed under **ANY** circumstances! (This includes no pass/no play) Independent Trip Cancellation Insurance is highly recommended! We suggest looking online under Trip Cancellation Organizations such as www.insuremytrip.com. This is in no way an advertisement or recommendation. It is simply used as an example.

REFUNDS

If cancellation request is received in writing and approved within the time frame outlined above, all monies, less the original deposit, will be refunded to the originating entity. No personal refunds will be made!

TRANSERING A PACKAGE:

In the event that you are unable to attend your tour, you may sell your package to someone else. You must present a letter in writing to our offices in San Antonio indicating that you are relinquishing your tour to the name listed in the letter. Once you have arranged for them to take your place, any financial exchange is up to you and there are name change fees that will be passed on from vendors. You will remain responsible for the completion of your payment plan and for payment of any additional penalties or fees.

ROOMMATES:

HTEDance *On Tour!* does not provide roommate location assistance. Please check and double check your rooming lists before turning them into us as rooming list changes can result in a change fees. Change fees range from \$50 - \$250. So please be accurate!

URGENT - Your invoice will reflect your rooming list. Please make sure that it is accurate as we do NOT edit your rooming list! We leave that to you! Your invoice will match up to the rooming list turned in by your director.

AIRLINES:

HTEDance *On Tour!* Makes every effort to handle all travel negotiations for our customers. As such, we pass on to the end user, all of the rules, regulations, requirements and policies of the vendors that we use to facilitate your tour. In the event that the vendors rules, regulations, requirements and policies conflict with those mentioned in this document, the vendor in question's policies precede ours.

Please note that airlines charge rather excessive fees for name changes and/or cancellations and in some cases forfeiture of value. By making deposit on your tour, you agree to adhere to those rules, regulations and policies as outlined by the airlines contract.

RETURNED CHECKS:

HTEDance *On Tour!* charges \$50.00 for all returned checks or return item charge-backs. Once a returned item has been received in our offices, replacement funds MUST be received within 96 hours of receipt of the returned item in the form of cashier's check or money order. A **additional** cashier's check or money order covering this fee MUST accompany this payment to cover the \$50.00 fee.

(Continued on page 2)



GENERAL TOUR POLICIES

Page Two

(Continued from page 1)

CHAPERONES:

HTEDance *On Tour!* is pleased to extend our group's pricing and packages to your chaperones. However, as an organization who promotes an all-American, clean cut image, we are responsible for the health, happiness, safety AND virtue of our participants. As such, HTEDance must act accordingly.

Hence, we respectfully require that chaperones not interfere with the daily activities and responsibilities of the managing staff.

All students are expected to abide by the rules set forth by HTEDance *On Tour!*. All violators will be sent home at their parent's expense. That decision will be made strictly by an HTEDance *On Tour!* staff member.

Chaperones interfering will be respectfully asked to remove themselves from the daily participation of the tour.

GENERAL CONDITIONS

HTEDance *On Tour!* A division of HTEDance & Spirit Group, Inc. of Dallas, Texas (hereby referred to as the company) gives notice that all tickets and coupons are issued by their respective airlines, commuter rails, hotels and entertainment venues. The company is merely the distributor of same. All arrangements for transportation or conveyance, or for hotel accommodations, are made by the company upon the express condition that they shall not be liable for any injury, damage, loss, accident. Delay or irregularity which may be occasioned either by reason or defect in any vehicle or through the acts of default in any vehicle or through the acts of default of any company or person engaged in conveying the passenger, or in carrying out arrangements of the tour(s) or otherwise in connection therewith, or of any hotel proprietor or servant, such conveying, etc. is subject to the laws of the country where the conveyance, etc. is provided.

The company can accept no responsibility for losses or additional expenses due to delay or changes in plans or other services, sickness, weather, strikes, war, quarantine or other causes or disasters, natural or otherwise. All losses or other expenses will be borne by the passengers. The right is reserved to decline, accept or retain any person as a member of any tour or to cancel or alter any tour if circumstances require it. Any and/or all transportation companies whose services are featured in these tours are not to be held responsible for any act, omission or event during the time passengers are not on board their respective conveyance. The passage contract in use by these companies, when issued, shall constitute the sole contract between the companies and the purchaser of these tours and/or passage.

LUGGAGE NOTE:

All rates shown in this program are based on current tariffs, taxes, etc. and are subject to adjustment in the event of changes, therein, prior to tour departure. Baggage is "at owner's risk throughout the journey; insurance should be arranged at time of booking. Should your luggage be lost during our event, while we will make every effort to assist, we CANNOT be held responsible for it's loss, it's contents and/or it's relocation. Additionally, baggage fees are charged independently by the airlines and are due and payable at time of check-in by the individual passenger. Please consult airline website for actual baggage fees.