

Policy for Alternate Air Arrangements



8009 34th Avenue South
Suite 880
Bloomington, Minnesota 55425

phone 952-841-9898
fax 952-841-9919
info@languageandfriendship.com

www.languageandfriendship.com

Our first priority is to make arrangements for our groups. Individual flight requests will be handled secondarily. Given the amount of time it takes to handle each individual request, we have found it necessary to put into place the following policy.

L&F will only extend the return date.

Participants must travel abroad with the group. This is essential in order to avoid possible disruptions if a separate flight is delayed or re-routed. It would be impossible for the leader to leave the group in order to meet someone arriving separately.

Requests must be submitted in writing on L&F's Request for Alternate Air Return Form.

To avoid misunderstandings, **we cannot honor phone requests nor requests from teachers for participants.** The request for alternate arrangements must come in writing, on the form provided by L&F, by mail with a check, directly from the participant or his/her parent or guardian.

The deadline for submitting requests is January 31.

Language & Friendship must receive a written request for alternate flight return arrangements no later than January 31. (Any alternate flight arrangement for a leader must also be submitted in writing by this date.) Requests may be submitted prior to January 31 and will be handled once the group's arrangements are in place.

Note: Should airline tickets need to be issued prior to January 31 in order to avoid a pending airfare increase, L&F will do so in order to protect the airfare for the group. L&F will not be held responsible should a participant request a change on a ticket that has been issued and thus incurs a higher airfare.

Additional costs for extending a plane ticket

There is a service fee of \$150 for each deviation requested plus any additional airfare charges. L&F uses a number of scheduled carriers, each of whom charges a separate fee to make a change to a group booking; this is in addition to the \$150 service fee. \$75 of these fees is non-refundable and is due at the time you send your written request for alternate return flight arrangements. When alternate return flight arrangements are secured, an additional \$75 along with any additional airfare charge will be added to the final balance due for your program. **Important note:** Once your request has been processed, if you change it, a second \$150 service fee plus any additional airfare will be assessed.

A notarized form will be required

Upon confirmation of alternate arrangements, L&F will send a form which each participant under the age of 18 will be required to submit with the notarized signature of a parent/guardian. This form releases Language & Friendship, the participant's school and teacher/leader from any responsibility from the moment the participant leaves the group and begins his/her own itinerary. Participants age 18 may sign their own notarized forms. Tickets will not be mailed until the form is returned and full payment has been received.

IMPORTANT:

Since L&F is not a travel agency, requests will be submitted to our air agent. L&F will notify participants once information has been received from our air agent.

Request for Alternate Air Return



For alternate return flight arrangements, complete and return the form below along with your non-refundable payment of \$75. Please be sure your request is as complete as possible.

This form must be received no later than January 31. If your group has fewer than 10 travelers, please note: Should airline tickets need to be issued prior to January 31 in order to avoid a pending airfare increase, L&F will do so in order to protect the airfare for the group. L&F will not be held responsible should a participant request a change on a ticket that has been issued and thus incurs a higher airfare.

Because L&F is not a travel agency, we are unable to give an immediate response to your request. Rather, your request will be forwarded to the agency handling our program air. Upon receipt of this form, our agent will determine availability and additional cost associated with your request. We will then contact you to solidify final arrangements or to discuss alternate ones. Thank you for your patience.

8009 34th Avenue South
Suite 880
Bloomington, Minnesota 55425

phone 952-841-9898
fax 952-841-9919
info@languageandfriendship.com

www.languageandfriendship.com

Passport spelling of name (legal name) _____

Failure to give correct name may incur additional charges. **(first)** _____ **(last)** _____

School _____

Person to contact regarding arrangements _____

Daytime phone # of contact person (_____) _____

E-mail address _____

Important: 3 date options are necessary should air space not be available for first or second choices. (City of departure abroad and U.S. city of arrival **may be the same** for all 3 options.)

	1st Choice	2nd Choice	3rd Choice
Return date to U.S.A:	_____	_____	_____
City of Departure Abroad:	_____	_____	_____
U.S. City of Arrival:	_____	_____	_____

*I, the adult participant, or, I, the undersigned **parent/guardian**, authorize this change in flight and agree to pay a service fee of \$150 plus any additional airfare costs. The \$75 non-refundable portion of the fee is attached.*

Signature of adult participant **or of parent/guardian** _____

Date _____ Printed name _____

P.S. If a family member plans to travel abroad to meet the participant and wishes to have L&F coordinate travel, please indicate your preferred travel dates and routings on the back of this form.