



# Special travel request form

Do you want to visit family or friends or do some extra sightseeing before or after your tour? You can customize your EF Educational Tours experience by requesting any of the changes to your travel arrangements listed below—we'll do our best to accommodate. **Please note: Changing even a portion of your flight itinerary could mean that you won't fly with your group at all.**

Traveler name: \_\_\_\_\_ Age on tour: \_\_\_\_\_

Group Leader name: \_\_\_\_\_ Account number: \_\_\_\_\_

**Remember:** This form is due to EF no later than 110 days before departure. There is a \$200 fee for special travel requests. Requests submitted after 110 days before departure may not be able to be accommodated. An additional \$50 fee will be assessed for all late forms, plus any additional costs from the airline. For full terms and conditions, see the back of this form.

**Select all requests that apply:**

**I want to start traveling earlier than the rest of my group**

My group plans to fly out of \_\_\_\_\_  
departing on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I want to fly out of \_\_\_\_\_  
departing on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*This change may take you off the group flight on the way home. By submitting this form, you consent to flying on a different return flight than that of your group.

**I want to keep traveling after my group returns home**

My group plans to fly out of \_\_\_\_\_  
departing on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

I want to fly out of \_\_\_\_\_  
departing on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*This change may take you off the group flight on the way to your destination. By submitting this form, you consent to flying on a different departure flight than that of your group.

**I want to use a different domestic airport than my group**

My group plans to fly out of and arrive home to \_\_\_\_\_

I want to fly out of and arrive home to \_\_\_\_\_

\*We're unable to accommodate requests to fly out of one domestic airport and arrive home to another.



## Terms and Conditions

### If you would like to book special travel:

- Unless an entire group is making special travel arrangements along with their Group Leader, special travel arrangements cover a change in ticketing only. Travelers are responsible for making their own land arrangements, including hotels, meals, and ground transportation.
- All special travel requests must be submitted no later than 110 days prior to your requested departure date. Any requests submitted after 110 days prior to departure may not be able to be accommodated and will be subject to a minimum \$50 late fee, pending flight availability, and may be subject to additional fees. Please contact Customer Service at 800-665-5364 for more details.
- Travelers younger than 15 years old are not permitted to do individual special travel unless accompanied by an adult traveling on the tour.
- EF cannot guarantee that any or all flights will be the same as the group's flights, even when only part of the flight itinerary is changed due to a special travel request.
- EF cannot guarantee that we can accommodate your requested special travel itinerary. If EF is unable to accommodate your first-choice special travel request, we will ask you for a second choice.
- As special travel requests are due before your group's tour and dates are confirmed, it is possible the originally scheduled tour dates or destinations may change. If this happens, we will contact you to keep, change, or remove your special travel request.
- Travelers who submit the same special travel request cannot be guaranteed the same flights.
- Due to flight contracts, EF is not able to accept specific flight requests (airline, seating, flight times, meals, etc.).
- EF is not able to accommodate any layover requests.

### If you're departing earlier than your group:

- EF cannot guarantee that any or all flights, including return flights to the U.S., will be the same as the group's flights.
- You are responsible for meeting your group at the first hotel on your regular itinerary (even if you fly into a different international airport).
- If you are flying into an international airport other than that of your group, you may be subject to an additional fee.

### If you're traveling after your group returns home:

- EF cannot guarantee that any or all flights, including your outbound flights from the U.S., will be the same as the group's flights.
- You are responsible for arranging your own transportation to your international airport as you prepare to return to the U.S.
- If you are flying home from an international airport other than that of your group, you may be subject to an additional fee.

### If you want to fly out of/home to a different U.S. airport:

- You must fly out of and home to the same U.S. airport (i.e., you cannot depart from Boston and return to Miami).
- EF cannot guarantee that any or all of your flights will be the same as your group's flights.
- Your program price will reflect the price of your domestic gateway.
- Travelers are responsible for making their own arrangements to and from the hotel or airport as well as all land arrangements pertaining to their individual itinerary.

### Fees:

- Special travel requests are subject to a non-refundable \$200 processing fee.
- If your Special Travel Request results in travel on a different day of the week than your group's originally scheduled departure or return date, you may be subject to an additional fee, up to \$80.

### Unaccompanied minors:

Anyone younger than 18 years old traveling apart from the group without an adult companion must contact each airline on the minor's itinerary and may need to register as an unaccompanied minor per the airlines' policies. Any resulting fees will be assessed by the airlines and are the responsibility of the traveler. Travelers younger than 15 years old are not permitted to do individual special travel unless accompanied by an adult traveling on the tour. Additionally, travelers younger than 18 years old are not permitted to travel land-only unless accompanied by an adult traveling on the tour.

*This request and listed fees are subject to change.*

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I understand that if I make special travel arrangements, the portion I arrange is completely independent of the EF Educational Tours program. By understanding this, I release EF and its officers, employees, and agents from any and all responsibility during the independently arranged portion. I have completely read and fully understand the conditions as supplied herewith, and agree to be bound hereby, and to comply therewith. This request and listed fees are subject to availability and change.

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Participant signature and date

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Signature of parent/legal guardian and date (if participant is under 18 or a minor under any other applicable law)