



Sojourn Registration Form

This form must be completely filled out, signed, and sent along with a deposit of \$500 per traveler in order to reserve your space on the sojourn. Please review the Terms & Conditions on pages 2—4 before signing below and on page 5.

SOJOURN: _____ START DATE: _____

OCCUPANCY TYPE:

- DOUBLE (DOUBLE BED)
- DOUBLE (TWIN BEDS)
- SINGLE I am interested in being paired with a roommate.

SMOKING PREFERENCE:

- NON-SMOKING
- SMOKING

Please note: In some destinations, hotels do not offer exclusively non-smoking rooms. Also, some hotels are completely non-smoking.

PRICE PER PERSON: \$

- I am interested in purchasing the optional air package.
- I would like assistance with accommodations to arrive before the sojourn begins or remain after the sojourn concludes.

Primary Traveler Information:

Second Traveler Information:

The primary traveler is the main point of contact and will receive all booking and billing details for this registration.

Leave blank if this is a single registration.

NAME: _____

NAME: _____

ADDRESS 1: _____

ADDRESS 1: _____

ADDRESS 2: _____

ADDRESS 2: _____

CITY/STATE: _____ ZIP: _____

CITY/STATE: _____ ZIP: _____

PRIMARY PHONE: (____) _____

PRIMARY PHONE: (____) _____

CELL PHONE: (____) _____

CELL PHONE: (____) _____

FAX: (____) _____

FAX: (____) _____

EMAIL: _____

EMAIL: _____

PASSPORT NO: _____

PASSPORT NO: _____

COUNTRY: _____ EXP. DATE: _____

COUNTRY: _____ EXP. DATE: _____

Payment Information & Signature

- I am enclosing a check (made payable to "Scholarly Sojourns") in the amount of \$500 per person named above as a deposit for this registration and wish for myself and the additional traveler (if any) named above to be confirmed on this sojourn. I understand that the balance of the payment for this sojourn is due 90 days prior to the starting date.

Primary Traveler Signature: _____ Date: _____

Once you have completed this form and signed the *Liability Disclaimer & Responsibility Statement* on page 5, please send it to: Scholarly Sojourns, Attn: Registrations at the address below. We will contact you upon receipt to confirm your place on this sojourn.

Scholarly Sojourns ~ PO Box 18382 ~ Washington, DC 20036
(800) 419-3443 ~ Fax (800) 419-3407 ~ www.scholarlysojourns.com ~ info@scholarlysojourns.com

Scholarly Sojourns

Terms & Conditions of Travel Booking

Please read this document carefully as it constitutes part of your contract for booking travel with Scholarly Sojourns. Please review all documents carefully upon receipt and call Scholarly Sojourns if you have any questions.

1) Registration and Booking of Sojourns: Space is reserved in the order of receipt for phone, mail, or web registrations. To submit a registration, you may use our secure online process by clicking on the "Register Now" button offered at the bottom of each sojourn page; or you may print, complete, and mail a copy of the registration form; or you may call us Monday-Friday from 9:00 a.m. to 6:00 p.m. (EST) at 1-800-419-3443 to register with one of our Travel Counselors. Submitting an online request does not guarantee space on a sojourn. You will be notified of your registration status once your request has been received and processed (usually within one business day). Once your registration is confirmed, your space(s) will be held for up to ten business days until your deposit is received. If your deposit is not received within ten business days of your registration, your space(s) may be released to others.

Wait List: If a sojourn of your choice is fully booked, you may request to be placed on a wait list by following the "Wait List" link from the "Find A Sojourn" page. If space becomes available, we release it on a first-come, first-served basis. Should space become available for you, we will notify you immediately and you must register for the sojourn within 24 hours to secure your place. Once you register, the booking and payment procedures will be the same as described elsewhere herein. You are welcome to call us anytime at 1-800-449-3443 to inquire about your wait list status. Should you choose to withdraw from the wait list, we ask that you please notify us.

2) The price of the sojourn: The price of the sojourn in United States Dollars is noted on each sojourn page under the section titled "At a Glance". More detailed pricing and booking information is located on the "Sojourn Price" page for each sojourn. There are two prices listed for each sojourn: "**Double Occupancy**" (DO) is the price per person for two individuals travelling together and sharing hotel accommodations; "**Single Occupancy**" (SO) is the price per person for those travelling individually and staying in their own hotel accommodation. All sojourn prices are based upon current currency exchange rates, tariffs, fares, and a minimum number of participants. While we do everything possible to maintain the listed prices, they are subject to change without notice.

Roommate requests: Those traveling alone may request to be paired with another single traveler as roommates and thus avoid paying the "single occupancy" (SO) rate. Scholarly Sojourns will do everything possible to honor such requests, but we cannot guarantee that a roommate will be identified. All single travelers must register as such and be prepared to pay the single occupancy (SO) price should a roommate not be found.

Children and adolescents: In general our sojourns are designed for adults. Many programs, however, may be appropriate for high-school aged adolescents. On the "Notes & FAQ" page for each sojourn, there is specific information regarding the program's suitability for those under 18. Regardless of age, the sojourn price remains the same and a parent or guardian must accompany anyone under 18 years of age. Scholarly Sojourns also offers custom designed sojourns just for families. These programs can be tailored to a much broader range of ages. Please see our "Custom Sojourns" area for more information on these programs.

Currency fluctuations and possible surcharges: Prices for sojourns in destinations outside the United States are based upon current exchange rates to the US Dollar. Should there be a significant fluctuation in this exchange rate between the time travel is booked and the actual dates of travel, Scholarly Sojourns reserves the right to levy a surcharge on participants to remedy the difference. Due to fluctuations in oil prices, in rare instances, certain suppliers occasionally add a fuel surcharge for their services. Should such surcharges be levied on any services for a sojourn on which you are registered, those costs may be passed on to you. In such cases a written explanation of the surcharge, including the name of the supplier levying it, will be provided.

3) Payment schedule: A deposit in the amount of \$500 per person, per sojourn is due within ten (10) days of a confirmed registration. The deposit may be paid by check or credit card (Visa or MasterCard) and should be sent along with signed copies of the booking documents you receive following your internet or telephone registration. The deposit will be applied to the payment of the sojourn price. The balance of the sojourn price is due upon invoicing 90 days prior to start of the sojourn. If payment is not received 90 days prior to the start of the sojourn, your space on the sojourn and your deposit may be forfeited. We also reserve the right to apply a late payment fee equal to 5% of the outstanding balance for all payments that have not been received by 60 days prior to departure. If you decide to purchase our optional air package, this amount will be included on your invoice and is subject to the same payment terms.

Late registrations: Registrations received within 90 days of the sojourn start date are considered late registrations and are subject to a special payment schedule. In such cases, payment in full must be made within ten days of registration or your reservation will be cancelled. Once a late registration is confirmed, the same cancellation policy outlined below applies. Late registration procedures also apply to any participant who is transferred from the waiting list for a particular sojourn within the late registration period for that program.

4) Cancellations and refund policy: The following schedule of cancellation fees is per person, per sojourn and based upon the date of notice to Scholarly Sojourns. **Please understand that there will be no exceptions to our cancellation policy.**

- Cancellations within 14 days of booking (if not within 90 days of the sojourn start date): full refund.
- Cancellations after 14 days of booking (if not within 90 days of the sojourn start date): \$250 retained.
- Cancellations made after 90 days prior to departure: no refund.
- Cancellation by the Scholarly Sojourns: full refund.
- There are no refunds for unused portions of the sojourn, including but not limited to, missed meals, hotel nights, and sightseeing opportunities.

5) What is included in the price of your Scholarly Sojourn:

- The complete scholarly program of lectures, presentations, tours, visits, and seminar evenings described in the detailed itinerary.
- The expertise of a Scholarly Sojourns Tour Leader who designs and leads the scholarly program.
- The services of a Scholarly Sojourns Tour Manager throughout the sojourn.
- All entrance fees, sightseeing, and visits as noted on the detailed itinerary.
- Hotel Accommodations (based on double occupancy) for each night of the Sojourn.
- All meals indicated on the detailed itinerary (typically all breakfasts and three to four dinners/week).
- Special opening and closing receptions with Sojourn Leader, Sojourn Manager, and other participants.
- Wine, beer, water, and coffee or tea for all included lunches and dinners.
- Any special equipment required to participate in the scholarly program.
- Pre-tour information and support.
- Baggage handling for one suitcase plus one carry-on bag per person.
- Service charges and gratuities for hotels, group meals, tour guides, and drivers.
- All on-tour, site-to-site transportation from the sojourn starting location to the sojourn end location, except local transportation such as subway/light rail, bus, or taxi cab.

6) What is not included in the price of the Sojourn:

- Airfare (unless the optional air package is purchased).
- Airport transfers (unless the optional air package is purchased).
- Passport fees, visas, and visa photos as required.
- Meals not indicated on the detailed itinerary (typically lunches and three to four dinners per week).
- Personal items such as a-la-carte orders, alcoholic beverages, and meals other than specified.
- Room service, valet/laundry service, phone, in-room movies, or any other incidental expenses at hotels.
- Gratuities to hotel porters and concierges.
- Local transportation such as subway, light rail, and bus tickets or taxi cabs.
- Expenses incurred in making optional individual travel arrangements in conjunction with the tour.
- Other items not specifically mentioned as included.
- Fuel surcharges and arrival or departure taxes.

7) Itinerary or Program Modifications: Scholarly Sojourns is constantly striving to improve sojourn itineraries and features. If improvements can be made or if unforeseen circumstances beyond our control make changes necessary, we reserve the right to vary the itineraries, the programs, and to substitute hotels. Every effort will be made to carry out the program as planned but alterations may still occur even after the final itineraries are provided. Please note that weather conditions can also force changes to the advertised activities on certain sojourns.

Accommodations: Scholarly Sojourns maintains relationships with a number of select hotels in each of our destinations. These properties are chosen based upon a variety of criteria including their superior service, unique atmosphere, and prime location. Occasionally the advertised hotel is not able to accommodate our group and therefore one of the alternate choices is used. Certain sojourns which visit small towns or remote, out-of-the-way places have limited accommodation choices. In those cases, notes describing the limitations of the accommodation can be found on the “Notes & FAQ” page for that sojourn.

Sojourn Leaders: Sojourn leaders are contracted to lead sojourns far in advance. If unforeseen circumstance or circumstances beyond our control prevent the advertised sojourn leader from traveling with the program, we reserve the right to

8) Air Service: Scholarly Sojourns recognizes that many of our guests prefer making their own travel arrangements to meet the tour group. Therefore, all of our sojourns are priced without airfare to and from the destination included.

Optional Air Package: We do, however, offer an optional air package departing from and returning to New York City for each sojourn. This designated group flight is planned with optimal arrival and departure times and includes round-trip airport transfers at the destination. It also provides you with 100% cancellation assurance in the unlikely case that the sojourn would have to be cancelled or the dates changed. Your first pre-sojourn packet will thoroughly explain the details of the options available for making your flight arrangements.

Individual Arrivals and Group Transfers Air Tickets Purchased Independently of the Tour: We urge you to check airline cancellation penalties before purchasing airline tickets since international departure times and flights can change. Sojourns may also be cancelled due to low enrollments. Scholarly Sojourns accepts no liability for cancellation penalties related to domestic or international airline tickets purchased independently for travel to and from a sojourn.

9) Special Travel Arrangements: Scholarly Sojourns is happy assist participants who may wish to extend their stay in the group hotel either before or after the tour. We are often able to secure more attractive rates than what are offered to the general public. Of course all such arrangements are dependent upon space availability.

10) Travel Insurance: In case unexpected circumstances should arise that would cause you to cancel or interrupt your trip, we urge you to protect your investment by purchasing a travel insurance policy for your sojourn. Such plans provide help in many unexpected circumstances, such as loss, delay, or damage of baggage. We also encourage you to consider obtaining any additional medical insurance you may need for overseas travel as most medical policies, including Medicare, do not provide full coverage for medical expenses incurred outside of the United States.

11) Physical and Medical Considerations: Please note that most sojourns require participants to be in good physical condition: in most cases you must be capable, without assistance, of walking a minimum of two miles over uneven terrain and of climbing stairs that may not have handrails. Participants should have sufficient stamina to keep pace with an active group of travelers on long days of touring. More specific information regarding physical requirements and medical considerations is listed on the "Notes & FAQ's" page for each sojourn. If you have any questions about your ability to participate, please call us at 1-800-419-3443.

12) Photography: Participants on sojourn may be photographed for promotional purposes and photographs may be printed in publications and posted on websites to promote Scholarly Sojourns. Travelers who prefer that their image not be used must advise the tour manager at the beginning of the tour.

13) Smoking Policy: For the comfort of all participants, we ask that there be no smoking during any indoor group activities, or during any group meals.

14) Preparing for Your Sojourn: Prior to departure, you will receive information packets containing both sojourn specific and general information to help you prepare for your journey.

Pre-Sojourn Packet 1 includes such information as:

- Passport and visa instructions
- Flight information
- Weather, clothing, and packing suggestions
- A suggested reading list
- General information about the countries you will visit, e.g. the food, customs, medical precautions and currency.

Pre-Sojourn Packet 2 includes such information as:

- Information about your sojourn leader and staff
- Baggage tags and name badges
- Final Itinerary
- Participant List

RESPONSIBILITY STATEMENT AND LIABILITY DISCLAIMER

Read Carefully: Responsibility Statement and Liability Disclaimer

Scholarly Sojourns shall be held liable for personal injury, death, property damage or accident, delay or irregularity arising out of any act or omission on the part of our suppliers. Scholarly Sojourns and our suppliers reserve the right, without penalty, to make changes in the published itinerary whenever circumstances beyond their control make such changes necessary, or when, in their judgment, conditions warrant, or if they deem it necessary for the comfort, convenience, or safety of tour participants. Scholarly Sojourns and our suppliers also reserve the right, without penalty, to withdraw the tour announced, to decline to accept any person as a participant in a tour, or to require any participant to withdraw from the tour at any time, when such action is determined by tour staff to be in the best interests of the health, safety or general welfare of the tour group or the individual participant, subject only to the requirement that the recoverable portion of the total amount paid that corresponds to the cost of unused services and accommodations be refunded, if any. Participants are encouraged to purchase airline tickets no sooner than 60 days before the tour begins to avoid airline cancellation penalties if a tour is canceled or otherwise modified subsequent to the participant's purchase of those tickets. The Scholarly Sojourns Institution and the tour operator accept no liability for the purchase of non-refundable airline tickets to the tour departure city and return. Baggage and personal effects are at all times the sole responsibility of the participant. Dates, schedules, program details, and costs, although provided in good faith based on information available at the time of publication of the brochure or catalog, are subject to change and revision.

AS A CONDITION OF ACCEPTANCE OF ANY APPLICATION, EACH APPLICANT MUST AGREE TO THE STATEMENT SET FORTH BELOW:

The undersigned has read carefully the Responsibility Statement and Liability Disclaimer set forth above, the schedule of activities for this tour, as well as the terms and conditions of application and participation as set forth in the tour brochure(s), and recognizes and accepts any risk associated with the tour and the conditions, including the refund policy, set forth in the tour brochure(s). The undersigned further acknowledges that there are many risks and uncertainties inherent in any travel tour, including but not limited to the hazards of various modes of transportation, forces of nature, acts or omissions of foreign governments, terrorism, war or insurrection, theft, illness, and damage to person or property due to the negligent acts or omissions of tour staff or others. In consideration of, and as part payment for, the right to participate in the tour, the undersigned, on behalf of himself, his dependents, heirs, executors, administrators and assigns, agrees to release Scholarly Sojourns, its Regents, officers, employees, representatives or agents from liability for personal injury, death, property damage or loss suffered by any person in connection with this tour, even if caused by the negligence (but not the reckless, willful, or fraudulent conduct) of tour staff or other related persons or entities. In addition, by registering for this tour, the applicant certifies that he or she is mentally and physically capable of full participation in this tour. By registering for a Scholarly Sojourns Journey, the participant agrees to the **Responsibility Statement** and **Liability Disclaimer** and the **Terms and Conditions** herein.

I have read and understand all the literature describing the program and am aware that no travel is without risk. In the event of illness or accident, I understand Scholarly Sojourns will make every effort to reach the person listed under "emergency contact," but give my permission for emergency medical treatment as required if such notification is impossible or impractical under the circumstances arising out of activities related to this trip. I hereby agree to reimburse Scholarly Sojourns or any agent thereof fully for any costs or loss to them resulting from such occurrence not covered by insurance. I agree that any disagreements arising from this contract will be settled in the District of Columbia, where Scholarly Sojourns is located. I have read and accept the above conditions and those stated in the Sojourn Itinerary and would like to reserve my space on the trip. I understand that if I should not be able to complete the tour for any reason that Scholarly Sojourns will not reimburse any fees, and that trip cancellation insurance is strongly advised. I agree that upon advancement of deposit to Scholarly Sojourns I will be bound to the conditions and terms recited above.

Upon signature below, the undersigned authorizes Scholarly Sojourns to charge the cost of the tour services ordered by the undersigned on any and all card numbers presented, either in writing or verbally, from this date forward. Such purchases may be made without inserting the signature of the undersigned on the credit card charge form or other similar documents accepted by the issuer of said credit card.

Traveler 1 Signature: _____ Date _____

Traveler 2 Signature: _____ Date _____