



Scholarly Sojourns - Terms & Conditions of Travel Booking

Please read this document carefully as it constitutes your contract for booking travel with Scholarly Sojourns.

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 travel 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 5:00 p.m. (EST) at 1-800-419-3443 to register by phone. Submitting an online request does not guarantee space on a travel program. 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 14 business days until your deposit is received. If your deposit is not received within 14 business days of your registration, your space(s) may be released to others.

Wait List: If the 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.

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 travel program. There are two prices listed for each travel program: "**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 travel program 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 travel programs are designed for adults. Many programs, however, may be appropriate for high-school aged adolescents. On the "Notes & FAQ" page for each travel program, there is specific information regarding the program's suitability for those under 18. Regardless of age, the travel program price remains the same and a parent or guardian must accompany anyone under 18 years of age. Scholarly Sojourns also offers custom designed travel programs 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 travel programs 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 travel program 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 non-refundable deposit in the amount of \$500 per person, per travel program is due within fourteen (14) days of a confirmed registration. The deposit must be paid by check, money order, or major credit card 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 travel program price. The balance of the travel program price is due upon invoicing and a minimum of 90 days prior to start of the sojourn. If payment is not received by 90 days prior to the start of the sojourn, your space 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 90 days prior to departure. If you decide to purchase an optional air package, you will be invoiced for this amount once your flights have been booked and payment will be due immediately.

Late registrations: Registrations received within 90 days of the travel program 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 (10) days of registration or your reservation will be cancelled. Once a late registration is confirmed, the same cancellation policy outlined below applies.

4) Cancellations & refund policy: This schedule of cancellation fees is per person, per travel program 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 registration (if not within 90 days of the travel program start date): full refund.
- Cancellations after 14 days of booking (if not within 90 days of the travel program start date): \$500 retained.
- Cancellations made after 90 days prior to departure: no refund.
- Cancellation by Scholarly Sojourns: full refund.
- There are no refunds for unused portions of the travel program, including but not limited to, missed meals, hotel nights, and sightseeing opportunities.

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

- The program of lectures, presentations, tours, visits, and seminars described in the detailed itinerary.
- The expertise of a Scholarly Sojourns Tour Leader who designs and leads the program.
- The services of a Scholarly Sojourns Tour Manager throughout the travel program.
- All entrance fees, sightseeing, and visits as noted on the detailed itinerary.
- Hotel Accommodations (based on double occupancy) for each night of the Travel program.
- All meals indicated on the detailed itinerary (typically all breakfasts and three to four dinners/week).
- Opening and closing receptions with Travel program Leader, Travel program 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.
- Service charges and gratuities for hotels, group meals, tour guides, and drivers.
- All on-tour, site-to-site transportation from the travel program starting location to the travel program end location, except local transportation such as subway/light rail, bus, or taxi cab.

6) What is not included in the price of your 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.

7) Itinerary or Program Modifications: Scholarly Sojourns is constantly striving to improve travel program itineraries and features. If improvements can be made or if unforeseen circumstances 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 travel programs.

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 travel programs 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 travel program.

Travel program Leaders: Travel program leaders are contracted to lead travel programs far in advance. If unforeseen circumstances or circumstances beyond our control prevent the advertised travel program leader from traveling with the program, we reserve the right to substitute a suitable alternate travel program leader with similar expertise and qualifications.

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 travel programs are priced without airfare to and from the destination included.

Optional Air Package: We do, however, offer an optional air packages departing from and returning to major gateways across North America for each travel program. These are organized with optimal arrival and departure times and include round-trip airport transfers at the destination. They also provides you with 100% cancellation assurance in the unlikely case that the travel program would have to be cancelled or the dates changed.

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. Travel programs 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 travel program.

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 travel program. 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 travel programs 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 travel program. If you have any questions about your ability to participate, please call us at 1-800-419-3443.

12) Photography: Participants on every travel program 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 us in writing prior to 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 Travel program: Prior to departure, you will receive regular communication from us as well as materials containing both travel program-specific and general information to help you prepare for your journey. These include:

Travel program Orientation and Travel Information:

- Passport and visa instructions
- General information about the countries you will visit
- Weather, clothing, and packing suggestions
- Information about your travel program leader(s)
- A suggested reading list
- Flight information (if booking optional air package)

Travel program Departure Information:

- Final Itinerary with hotel details and contact numbers
- Final participant list
- Information about your Scholarly Sojourns' tour staff and their contact details
- Emergency contact numbers