PAYMENT SCHEDULE

All payment dates in this section refer to the date that funds should be in TRC’s hands. A Registration Fee of $200 per Paying Participant is due on or before 01-Oct-14 (see the section “Cancellation Policy”, below). The deposit to secure payment of the funds due to TRC for land services and to pay for the airfare may be paid in installments as follows:

- An installment of $750 per Paying Participant is due on or before 11-Nov-14.
- An installment of $750 per Paying Participant is due on or before 13-Jan-15.
- An installment of $750 per Paying Participant is due on or before 07-Feb-15.
  (If a Paying Participant is not purchasing group airfare, they will only be charged the balance of the land-only tour price and charges for any rooming upgrade they have requested.)
- The Final Invoice/Statement of Account will be submitted by TRC which shall include the remaining balance of the trip price and airfare, any other remaining balance. Payment of this Final Invoice/Statement of Account shall be due in TRC’s hand on or before 27-Mar-15. If the Final Invoice/Statement of Account results in a credit balance to the group, a refund will be tendered to the group as set forth below. (See “Refunds.”)

Final travel documents, including airline tickets, will not be sent to the group until 1) all travelers are registered, 2) TRC receives all lists and forms, including complete Tour Registration, and 3) all outstanding balances have been paid in full.

CANCELLATION POLICY

A cancellation occurs when one or more Paying Participants communicate by email or fax their intention to cancel their plans to participate in the tour. All cancellations must be sent to TRC by fax (to 913.538.5279), by email attachment (Registration@TourResource.com).

A Cancellation Fee will be assessed based on the date the cancellation is received by TRC, as follows:

- Cancellations after 01-Oct-14 and on or before 11-Nov-14……………………………… $0 per person fee
- Cancellations after 11-Nov-14 and on or before 13-Jan-15……………………………… $200 per person fee*
- Cancellations after 13-Jan-15 and on or before 07-Feb-15……………………………… $400 per person fee*
- Cancellations after 07-Feb-15 and on or before 27-Mar-15 .................................$600 per person fee*
- Cancellations after 27-Mar-15, a minimum of $1,000 per person fee*, but may be charged up to 100% of the total per person tour price.

*Plus any airline cancellation fees which may apply

If the total number of cancellations causes the number of Paying Participants to fall below the minimum upon which this Agreement is based, TRC will notify the Group Leader that the Group Leader may choose one of the following options: 1) amend the land-only tour price to reflect the increased cost per Paying Participant and include that amount in the Final Invoice/Statement of Account, or 2) amend this Agreement for Services to keep the land-only tour price the same by reducing meals, entrances or level of accommodation.
INDIVIDUAL TRAVEL ARRANGEMENTS BEFORE OR AFTER THE TOUR

Participants in the tour may wish to “deviate” from the tour by departing early or remaining after the group returns, departing from a different city, returning from a different city, or using their frequent flier miles or reward points to pay for their airfare instead of using the group air reservation. These deviating travelers may choose to have TRC assist with their travel arrangements (see below for the fees assessed to make these deviation arrangements). The following terms apply to all flight deviations:

- All deviation requests must be received on or before 13-Jan-15. or deviations may not be possible.
- Deviating travelers MUST have already completed tour registration with TRC.
- Deviating travelers may request a change in their flights, participate in small group extension tours, or request assistance with personal travel. Please make such requests directly to Debbie Shields, our travel specialist, at (701) 432 5598. TRC will make every effort to secure the desired changes if requested no later than three months prior to departure. Airline policies regarding deviations vary greatly, and airlines may limit the number of passengers allowed to deviate from the group.
- Deviating travelers will be notified of any additional charges imposed by air carriers or land operators that may be incurred because of these changes.

DEVIATION FEES

Deviation fees are per person and will not be waived under any circumstances. Deviation fees will be included in the Final Invoice for the group unless otherwise settled beforehand. These fees are in addition to any additional charges imposed by air carriers or land operators:

- $100 Air Deviation Fee per person will be charged for those making changes to the group air arrangements or purchasing individual air tickets through TRC.
- $100 Land Deviation Fee per person will be charged for those who need hotel, rail, rental car or extension tour arrangements provided by TRC.
Group Plan

The following insurance plan is included in the cost of your trip. The Travel Arranger will pay the plan cost at the time of final Trip payment.

All coverages are per person MAXIMUM LIMIT

Trip Cancellation .............................................. 100% of Insured Trip Cost
(Maximum limit $25,000)
Trip Interruption ............................................. 150% of insured Trip Cost*
(Maximum limit $37,500)
Trip Interruption—Return Air Only ....................... $750*
Trip Delay (Maximum of $150 per day) ................... $750
Missed Connection ........................................... $250
Baggage & Personal Effects Loss ........................... $1,500
Baggage Delay ................................................ $250
Medical Expense ............................................. $25,000
Dental............................................................. $500
Emergency Evacuation and Repatriation of Remains.. $250,000
Accidental Death & Dismemberment .................... $25,000

The following non-insurance services are provided by Travel Guard. Travel Medical Assistance 

Worldwide Travel Assistance LiveTravel

Emergency Assistance

Coverage for Trip Interruption and Trip Interruption—Return Air Only cannot be combined.

Trip Cancellation & Interruption

The Insurer will pay a benefit, up to the Maximum Limit shown on the Schedule, if an Insured cancels his/her Trip or is unable to continue on his/her Trip due to the following unforeseen events:

- Sickness, Injury or death of an Insured, Family Member, Traveling Companion, or Business Partner;
- Sickness Injury or death or hospitalization of the Insured’s Host at Destination. A Physician must certify the Injury or Sickness;
- Financial Default of an airline, cruise line, or tour operator provided the Financial Default occurs more than 14 days following an Insured’s effective date for the Trip Cancellation or Trip Interruption Benefits. There is no coverage for the Financial Default of any person, organization, agency, or firm from whom the Insured purchased travel arrangements supplied by others;
- Inclement Weather causing delay or cancellation of travel;
- Strike resulting in complete cessation of travel services at the point of departure or destination;
- the Insured’s Primary Residence or Destination being made Uninhabitable by Natural Disaster, vandalism, or burglary;
- the Insured, or a Traveling Companion being subpoenaed, required to serve on a jury, hijacked, or quarantined;
- the Insured or Traveling Companion being called into active military service or having leave revoked or being reassigned;
- a Terrorist Incident in a City listed on the Insured’s itinerary within 30 days of the Insured’s scheduled arrival;
- Cancel for Work Reasons if the Insured or a Traveling Companion:

1.) is required to work during his/her scheduled Trip. He/she must provide proof of requirement to work, such as a notarized statement signed by an officer of his/her employer; In the situation of self employment, proof of self-employment and a notarized statement confirming that the Insured is unable to travel due to his or her job obligations will be required;
2.) is directly involved in a merger, acquisition, government required product recall, or bankruptcy proceedings and must be currently employed by the company that is involved in said event;
3.) company is deemed to be unsuitable for business due to burglary, or Natural Disaster and the Insured or Traveling Companion is directly involved as a Key Employee of the disaster recovery team; (not available to residents of Washington, Pennsylvania or New York);

Trip Cancellation & Interruption (cont.)

- mechanical/equipment failure of a Common Carrier that occurs on a scheduled Trip and causes complete cessation of the Insured’s travel and results of a Loss of 50% of the Insured’s Trip length (not available to residents of Washington or Pennsylvania); or
- the Insured or Traveling Companion is involuntarily terminated or laid off through no fault of his or her own, provided that he or she has been an active employee for the same employer for at least one year. Termination must occur following the effective date of coverage. This provision is not applicable to temporary employment, independent contractors or self-employed persons (not available to residents of Washington or Pennsylvania).

Missed Connection

If while on a Trip the Insured misses a Trip departure resulting from cancellation or delay of 3 or more hours of all regularly scheduled airline flights due to Inclement Weather or Common Carrier caused delay, the Insurer will reimburse the Insured up to the Maximum Limit shown in the Schedule for: 1. additional transportation expenses incurred by the Insured to join the departed Trip; 2. prepayed, non-refundable trip payments for the unused portion of the Trip. The Common Carrier must certify the delay of the regularly scheduled airline flight. Coverage is secondary if reimbursable by any other source.

Trip Delay

The Insurer will reimburse the Insured up to the Maximum Limit(s) shown on the Schedule for Reasonable Additional Expenses until travel becomes possible if the Insured’s Trip is delayed 5 or more consecutive hours from reaching their intended Destination as a result of a cancellation or delay of a regularly scheduled airline flight for one of the Unforeseen events listed below:

- reasons listed under Trip Cancellation and Interruption;
- Common Carrier delay;
- the Insured’s or Traveling Companion’s lost or stolen passports, travel documents, or money;
- Natural Disaster; or
- the insured being involved in or delayed due to a traffic accident while en route to a departure as substantiated by a police report.

Baggage & Personal Effects

The Insurer will reimburse the Insured, up to the Maximum Limit shown in the Schedule, for loss, theft or damage to the Insured’s Baggage, personal effects, passports, travel documents and visas while on the Insured’s Trip.

Baggage Delay

If the Insured’s Baggage is delayed or misdirected by the Common Carrier for more than 12 hours while on a Trip, the Insurer will reimburse the Insured up to the Maximum Limit shown on the Schedule for the purchase of Necessary Personal Effects.

Medical Expense

The Insurer will reimburse the Insured up to the Maximum Limit(s) shown on the Schedule if, while on a Trip, an Insured suffers an Injury or a Sickness that requires him or her to be treated by a Physician during the course of the Trip. The Sickness or Injury must first manifest itself during the course of the Trip. The Insurer will pay the Reasonable and Customary Charges incurred for Medically Necessary Covered Expenses received due to that Injury or Sickness only during the Insured’s Trip provided initial treatment was received during the Trip. The Injury must occur or Sickness must begin while the Insured is covered by the plan.

Emergency Evacuation and Repatriation of Remains

The Insurer will pay for Covered Emergency Evacuation Expenses incurred if an Insured suffers an Injury or Sickness while he or she is on a Trip that warrants his or her Emergency Evacuation.

Accidental Death and Dismemberment

Pay for loss of life or limb if it occurs within 365 days of an accident during the Insured’s trip. This is only a brief description of the coverage(s) available. The Policy will contain reductions, limitations, exclusions and termination provisions. Insurance underwritten by National Union Fire Insurance Company of Pittsburgh, Pa., with its principal place of business in New York, NY. Coverage may not be available in all states.

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