

# 2012 Alternate Return Request Form

Any traveler, whether group leader, assistant, or participant who wishes to extend his or her stay at the end of an ACIS program, must complete this form and return it to ACIS as soon as possible. This form must be received by ACIS 90 days before departure. ACIS is not able to process any Alternate Return Requests within 90 days of departure. (Photocopy this form, if necessary.)

## AVAILABILITY

The Alternate Return option is available only on programs to Western Europe (Russia is not included). You may delay your return from the city in which your program ends, or you may choose to return from one of these European cities: London, Paris, Rome, Madrid, Zurich, or Frankfurt. The U.S. departure and return cities must be the same.

All participants choosing an alternate return must make their own ground transportation arrangements to and from the airport on the day of their return flight from Europe. In addition, ACIS cannot

arrange transportation from the group's final European city to the individual's requested alternate return city. Note that the ACIS/Travel Assist travel protection lapses after the basic program has ended. Flight information will be available approximately 30 days prior to departure.

## FEE

After filling out this form, you will be billed a \$175 Alternate Return Fee, plus any additional airline ticket costs. Each subsequent change will be \$130. Please note that you will be billed a weekend

surcharge of \$40 (prior to May 25, 2012) or \$50 (May 25, 2012 onwards) in each direction if the departure or new return dates fall on a Friday, Saturday or Sunday, and you will be billed any higher seasonal fares or gateway charges. Non-stop flights are not guaranteed and, while particular airlines and flight numbers can be requested, they are also not guaranteed.

No changes are allowed within 65 days of departure. ACIS can not guarantee a specific flight or carrier.

## CURRENT TRIP INFORMATION

Today's date: \_\_\_\_\_ Group Leader's name: \_\_\_\_\_

Participant's name: \_\_\_\_\_ Account ID#: \_\_\_\_\_ Trip Code: \_\_\_\_\_

Participant type (check one):  Group Leader\*  Assistant  Participant

Group Departure date: \_\_\_\_\_ Group Departure city: \_\_\_\_\_

\*If you are a group leader and plan to make an alternate return that separates you from a student group, you must arrange for an assistant or other designated adult chaperone to accompany the group home. Please include a letter of consent from the assistant/adult chaperone and your participants' parents or guardians with this form.

## ALTERNATE RETURN INFORMATION (SPECIFIC DATE REQUIRED)

Alternate Return Date: \_\_\_\_\_ Day of the week: \_\_\_\_\_

Alternate Return Departure City: \_\_\_\_\_

Must be the city in which your program ends, or one of the following: London, Paris, Rome, Madrid, Zurich, or Frankfurt. Please note that you will be billed a \$40/\$50 weekend surcharge if your return flight falls on a Friday, Saturday, or Sunday. Particular airlines and flight numbers cannot be guaranteed (only requested).

Additional comments: \_\_\_\_\_

## SIGNATURES

*This form cannot be processed without appropriate signatures.*

Signing (if you are an adult) and submitting this form implies acceptance of the general ACIS Terms and Conditions as well as the specific conditions listed above under "Availability" and "Fee."

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home or daytime phone: \_\_\_\_\_

Parent/Guardian's signature (if you are under 21): \_\_\_\_\_

### ACIS USE ONLY

Group ID#: \_\_\_\_\_ Acct ID#: \_\_\_\_\_ TCH: \_\_\_\_\_  
TC: \_\_\_\_\_ End City: \_\_\_\_\_ Add-on: \_\_\_\_\_