

2010 Cancellation Form

We require notification of cancellation in writing to ACIS. You may e-mail accounts@acis.com or mail this standard form for any participant who is unable to travel and must withdraw from his/her trip to 343 Congress Street, Suite 3100, Boston, MA 02210. Please send it to ACIS immediately. (Photocopy this form if necessary.)

PARTICIPANT INFORMATION

Last Name	First Name	M.I.
Account ID#	Group ID#	
Group Leader's Name	Trip Code	

Did you purchase the Ultimate Protection Plan? (non-refundable) Yes No
 Did you purchase the Comprehensive Protection Plan? (non-refundable) Yes No
 Reason for cancellation: Medical* Personal

*If you are cancelling for medical or other qualified reasons, proper documentation must accompany the form. See the notes on medical protection coverage in your Registration Booklet. A total of \$495 (\$95 Registration Fee plus \$400 in program fees), plus the cost of the Protection Plan must be received in order to activate your plan.

PARTICIPANT INFORMATION

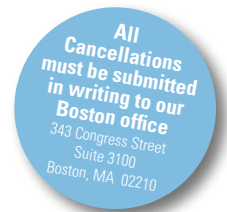
Participant Signature	Date
Parent/Guardian Signature (if participant is under 21 years)	Home or daytime phone
Comments	



REFUND POLICIES

Should you have to cancel for a non-insured reason, our refund and substitution policy is outlined below.

# of days prior to departure	Ultimate Protection Plan Cancellation/Refund:	Comprehensive Protection Plan Cancellation/Refund:	Basic Protection Plan Cancellation/Refund:	All Protection Plans:
	Refund	Refund	Refund	Substitution
130+ days	All payments less the \$95 Registration Fee*	All payments less \$250, and \$95 Registration Fee*	All payments less \$250, and \$95 Registration Fee*	All payments less \$100, and \$95 Registration Fee*
129 to 90 days		All payments less \$350, and \$95 Registration Fee*	All payments less \$350, and \$95 Registration Fee*	All payments less \$100, and \$95 Registration Fee*
89 to 65 days		All payments less \$575, and \$95 Registration Fee*	All payments less \$575, and \$95 Registration Fee*	All payments less \$250, and \$95 Registration Fee*
64 to 30 days	All payments less \$300 Travel Credit Voucher, and \$95 Registration Fee*	All payments less \$1,000, and \$95 Registration Fee*	All payments less \$1,000, and \$95 Registration Fee*	No substitutions possible
29 to 15 days	All payments less \$500 Travel Credit Voucher, and \$95 Registration Fee*	No refund	No refund	No substitutions possible
14 days or less	All payments less \$700 Travel Credit Voucher, and \$95 Registration Fee*			



* The \$95 Registration Fee, Comprehensive Protection Plan Fee, Ultimate Protection Plan Fee, and any visa fees are non-refundable and non-transferable. Non-refundable fees also include, but are not limited to, ACIS Travel Credit Voucher credits, late fees and cancelled check fees. ACIS Travel Credit Vouchers are transferable, are not redeemable for cash and expire December 31, 2011. Please contact ACIS for more details.