

ACIS/Encore Tours Group Leader Rewards Terms & Conditions

These terms are valid for all Global Conferences departing after January 1, 2016 and are subject to change with or without notice. The most current terms in effect at the time of your registration will apply which are available at www.acis.com.

Eligibility

Eligibility is based on registering the required number of paying participants on an ACIS, Encore Tours or Travel & Company program by the listed registration deadline. These participants must meet all published payment deadlines and must still be enrolled for the trip and be in good financial standing one month prior to the Global Conference. Participants who cancel, or who are cancelled for any reason, will not count toward Global Conference, cash reward or scholarship reward eligibility. Prorated prices for group leaders who registered fewer than the number of required participants are not available. Global Conferences are non-transferable and must be used by group leaders and their guests who accompany them. Global Conferences may be used only in the year for which the trip offer is made. Global Conference travelers must be 18 years or older.

Deadlines

Registration Forms for Global Conferences, cash rewards or scholarship rewards must be postmarked by the dates listed on www.acis.com/teachers/benefits-qualify. We regret that no changes in your reward registration may be made after the dates listed.

Flights-Reservations

All Global Conference tickets issued by ACIS are subject to availability and are issued on a space-available basis. ACIS is not able to confirm flights until approximately two weeks prior to departure. Please note: seat selection may be done online or at the airport on the day of departure. Evening departures and routing (including non-stops) cannot be guaranteed. Daytime flights are normally booked for trips to Hawaii. Frequent flyer miles may not be issued with these promotional tickets. Please be prepared to miss school on your departure date. We also recommend bringing only carry-on luggage.

Flights-Gateways

ACIS cannot guarantee requests for specific airports where options exist, such as NYC's JFK, LaGuardia and Newark airports.

Flights-Domestic Air Add-ons/Connecting Flights

All Global Conference participants are responsible for their own transportation to the gateway airport assigned by ACIS. We are happy to book a connecting domestic ticket for you, and will always confirm with you the price from your closest gateway before booking. The cost of the domestic ticket is due upon agreement and is non-refundable.

Rooming

Global Conferences include twin accommodations. If you are traveling without a companion, ACIS will assign a roommate of the same gender to share accommodations. Guaranteed single accommodations are available on most tours for an additional \$95 per night. Single rooms may not be available in some destinations and may cost more than \$95 in others. The \$95 per night single accommodation fee is non-refundable. You must check off this option on your Registration Form. Additional fees may apply on summer conferences and special upgraded conferences. Contact your program manager for details. Any rooming changes that are made while away are the responsibility of the parties involved.

Extra Days

Extra days are available on some Global Conferences. If interested, check off this option on your Registration Form. You will be billed \$50 plus any additional airline charges applicable on your alternate return date. Extra days may not be purchased within 60 days of departure. You may either arrange your own accommodations for the extra days or remain at your ACIS hotel for an additional rate of \$130 per person per night for twin/double accommodations including continental breakfast, or \$220 per night for single accommodations including continental breakfast. Additional fees may apply on select conferences. Contact your program manager for details. Triple accommodations may be requested, but cannot be guaranteed.

Substitutions and Name Changes

Substitutions are not permitted within 90 days of departure. ACIS will assess a \$250 Name Change Fee plus any additional airline charges to all registered participants who request a passport name change within 90 days of departure.

Travel Protection

Group Leaders and their assistants are automatically covered by the Ultimate Protection Plan if they are leading a program during the current travel season, and if ACIS has received the Group Leader and/or Assistant application for said tour. The Ultimate Protection Plan covers not only their catalog/custom trip but also any Global Conferences they participate in. If you are a participant in a Global Conference and you are not automatically covered by Ultimate Protection, ACIS provides you with the Basic Protection Plan only. You may upgrade to the Ultimate Protection Plan for a \$30 per day premium or the Comprehensive Protection Plan for a \$25 per day premium (plus \$100 surcharge for travelers age 66 and older) by checking either Protection Plan on the Registration Form.

Additional Information

Each Global Conference begins with the takeoff of your outbound flight and ends upon completion of your return flight to your final destination. ACIS, its affiliates, parent company AIFS, Inc., directors, officers, or employees cannot be responsible for any injury, loss, damage, accident, delay, or expense resulting from events beyond its control, including without limitation, acts of God, war, terrorism, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, and, in the absence of its own gross negligence, arising from the use of any vehicle or from ACIS' selection of, or from any act or omission by, bus or car rental agency, steamship, airline, railroad, taxi or tour service, hotel, restaurant, agency, company, or individual. If there are weather delays or cancellations, we will work with the airlines to rebook, but unfortunately we cannot guarantee rescheduling of Global Conferences.

Cancellations

Cancellations must be made in writing. If you have purchased a companion ticket and the companion cancels at least 60 days in advance, we will refund the balance less a \$150 cancellation penalty. Global Conferences are non-refundable if cancelled within 60 days of departure. If you decide to cancel within 60 days of departure, ACIS will not be able to provide the cash alternative or reschedule your conference. Single room supplements, connecting flights and extra days are non-refundable within 60 days of departure. As soon as you know you are canceling, please call ACIS and send cancellation in writing by email, fax or letter. Cancellations of purchased conferences, where covered by ACIS' Protection Plans, will be refunded subject to the applicable refund policy.

Payment Deadlines

Any balances still unpaid one month before departure will result in the cancellation of the passenger. Participants who are cancelled for non-payment will receive a refund of their balances, less a \$150 cancellation penalty. ACIS will not provide the cash or scholarship reward or reschedule conferences for any participants cancelled for non-payment.

Cash and Scholarship Rewards

ACIS offers a cash reward and scholarship reward in place of Global Conferences, as shown on www.acis.com/teachers/benefits-qualify. To be eligible for these rewards, the online form must be submitted or the Registration Form must be postmarked by the dates shown on that same page. Your cash reward will be sent to you in February of the following year. Scholarship rewards are available for distribution shortly after receipt of the registration form. Eligibility is based on registering the required number of paying participants on an ACIS program. These participants must meet all payment deadlines as published in the ACIS Terms and Conditions for the current year and must still be enrolled for the trip in February. Scholarship rewards (in part or in whole) are not redeemable for cash. ACIS is unable to honor any requests for early issuance of a cash reward.

Passports and Visas

Passports are required for all international conferences. Some countries require that traveler's passports expire no less than six months after the date of your final day overseas. For more information visit www.travel.state.gov/passport. Participants are responsible for obtaining all necessary travel documents for their trip.