

**COVID-19 NOTICE**

*If your group is originally scheduled to travel in spring 2020, please be aware that we are currently in discussion with our schools to determine the best possible option for your trip. Once a decision is reached, your school will notify you. CTA offices are currently closed due to government mandate. Please use our contact page if you wish to send an email. Thank you for your patience. Please be safe and stay healthy, CTA*

# Curriculum Travel of America, Inc.

Professionally Designed Educational Tours

5194 Hamilton Boulevard, Allentown, PA 18106

610-395-6606 fax: 610-395-8693

[www.CTAfieldtrips.com](http://www.CTAfieldtrips.com)

## REGISTRATION CONSENT FORM TERMS & CONDITIONS OF ACCEPTANCE

**1) AUTHORIZATION:** Individual completing the registration process ("Registrant") hereby certifies and represents that he/she is at least 18 years old and: a) Is authorized by the official trip sponsoring organization ("Organization"; e.g., school, community group, etc...) to register for this trip, OR; b) Is the custodial parent or legal guardian of a minor child (hereby jointly included in the term "Registrant") that is authorized by the Organization to participate in the trip. In the case of medical emergency during the trip, Registrant authorizes CTA and its agents to follow the policy of the nearest hospital or licensed medical facility.

**2) STATEMENT OF RESPONSIBILITY:** Curriculum Travel of America, Inc. ("CTA") acts as an agent for educational and travel related suppliers in all matters relevant to transportation, meals, lodging accommodations, entertainment, attractions, sightseeing, and other tour related features. As an agent CTA has no control over the personnel, actions, facilities, or equipment of such suppliers and accepts neither responsibility nor liability for any loss, damage, personal injury, accident, inconvenience, delay, or irregularity, regardless of the cause, related to, or during a trip. CTA retains the rights to substitute any tour component with another of comparable value, and to cancel any trip at any time and provide all participants with a full refund. Registration for a CTA trip constitutes acknowledgment and acceptance of this policy by Registrant.

**3) REFUND POLICY:** Without the purchase of the optional Individual Cancellation Waiver ("ICW") at initial registration, all payments are NON-REFUNDABLE. If ICW is offered and optional, trip registrants must accept or decline ICW during the Trip Registration process on this website (Trip Code required for website registration). See ICW policies for specific details.

**4) RIGHT TO CANCEL: REGISTRANT HEREBY AGREES THAT:** a) Organization may cancel Registrant at any time for academic, behavioral or other reason deemed valid by organization, AND, organization is not liable for any monetary loss to Registrant due to such cancellation, regardless of ICW participation; b) CTA may cancel Registrant for unpaid balance within 45-days of trip departure (or 75-days when airfare is included) when account becomes delinquent, and CTA has made at least three attempts to contact Registrant during business hours to arrange payment prior to canceling registrant. If canceled by CTA, Registrant may be reinstated upon request but at the sole discretion of CTA, and only when full payment has been received or is guaranteed by Organization.

**5) IF CTA CHOOSES TO CANCEL** the entire group trip (e.g., insufficient registration, etc...), a 100% refund is issued to all paid participants including ICW cost. If the performance of the proposed trip is hindered or prevented (or in the sole opinion of CTA is likely to be hindered or prevented) by Acts of God, war, hostilities, civil unrest, blockage, labor conflicts, strike, fire, flood, explosion, earthquake, or other natural forces, disease or medical epidemics, pandemics or outbreaks, or any other cause whatsoever, CTA may cancel the proposed trip without liability to refund, money or fees paid in advance.

**6) DAMAGE:** Registrant hereby agrees to accept total and complete responsibility for the actions of jointly registered minor with regard to any damages incurred at any point during the trip, either to property, self, or to another individual. Registrant further agrees to make full restitution for any and all such damages either during the trip, or within seven (7) days of the return of this trip, at the discretion of CTA. In case of hotel damage, Registrant agrees to submit credit card settlement at time of group check out. Payment of any damages by Registrant does not release Registrant from further responsibility of additional damage discovered at a later time and attributed to Registrant (including minor child).

**7) ROOM OCCUPANCY:** Registrant also agrees to roommate selection and room occupancy configuration as determined by the Organization, its employee, representative or agent duly authorized to make rooming determinations. Unless otherwise noted, students are assumed to be rooming at four-per-room (quad) occupancy and registering adults are assumed to be rooming at two-per-room (double) occupancy; therefore each is initially invoiced at the cost associated with such level until such time that the Organization's room list is received by CTA. Registrant or Organization agrees to make additional appropriate payment if Organization's rooming configuration has fewer occupants than originally assumed at time of registration. CTA agrees to make appropriate refund if authorized rooming configuration has more occupants than originally invoiced at time of final payment, with the rare exception of any student room of five using a portable (rollaway) bed. Changes to rooming configuration during the trip and agreed to by Registrant do not constitute any additional charges or consequential refunds if occupancy level is different than level paid.