

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Dr. John Finan

Re: GBN French Exchange Program 2019

Date: December 4, 2018

Attached is the formal request from Ms. Petrini-Poli, World Language teacher to offer a new French reciprocal exchange program. The exchange will take place between Glenbrook North and a school in the town of Nice, France. GBN students will travel to France in June of 2019. Students from France will visit GBN in October of 2019. This experience provides our students with the opportunity to apply their language skills and to be immersed in French culture.

This is an Educational Tour covered under Board Policy 7050. The Educational Tour is conducted by the District, but not financed by the District. The trip requires approval from the principal, superintendent, and Board.

I support this request and believe this type of experience will enhance the language learning experience.

JF:rp

enc.

To: Dr John Finan
From: Marie-Juliette Petrini-Poli
Re: French Exchange Program
Date: 12/04/2018

Exchange Proposal: The proposed exchange will be the first between Glenbrook North High School and Lycee Sasserno. Ten to 15 GBN students and 1 teacher will visit Nice, June 10-24 of 2019 and stay with the families of the Lycee Sasserno students. Between 10 and 20 students from Lycee Sasserno and their teacher(s) will visit GBN for 14 days during October 2019. This trip will be organized as an Educational Tour consistent with School Board Policy 7050. The Educational Tour is conducted by the district but not financed by the district. The trip requires approval from the principal, superintendent and the Board of Education of District #225. Forum Language Experience will offer students a comprehensive accident and illness medical plan as well as accidental death and dismemberment benefits.

Nice, France, June 10-24 2019

- The approximate cost will be \$2000 to go to France including airfare, a few tours and insurance. The final price will depend on the airfare, exchange rate, teachers flights and other variables. Students will have spending money.
- GBN students will purchase travel insurance from the travel company in advance. Please see the attached document for more details.
- An itinerary for the France trip is attached for your reference.

Northbrook, IL, October 2019 (tentative dates October 12-24)

- Ten to twenty French students from Lycee Sasserno, Nice, France will arrive during October, 2019 and spend 14 days with their GBN host families.
- The Dean's office will provide student I.D. cards for all the French visitors and bus passes for those who need them to take the bus to school and home from school.
- The French and American students will take a joint field trip. They will need a school bus to take them on the field trip.
- The French visitors will accompany the American hosts to classes for one school day and spend another day attending French classes as guest speakers.
- MJ Petrini-Poli will arrange field trips and transportation for the French students during their stay.

Rationale: At Glenbrook North, many students study the French language and culture but rarely have the opportunity to visit a French-speaking country. Many aspects of the culture, as well as linguistic situations, are difficult for students to grasp and are difficult, if not impossible, to replicate in the classroom. An on-going student exchange strengthens the overall French program as well as give GBN students the opportunity to experience French culture first-hand. The GBN students are will share their experiences with other GBN and French students. The entire school benefits for the opportunity to discuss and share ideas with the French students and their teachers when they visit Glenbrook North in October 2019.

History: GBN French teacher, MJ Petrini-Poli was raised in France and Belgium. She began teaching in 1993 and has taught at GBN for 26 years. She has taught level 1 through AP and taught in the Academy of International Studies for 10 years. She has taken students abroad 7 times which included 1 homestay through EF Tours. MJ Petrini-Poli has been working with Jayme Sharp at the Forum of Exchange. She has communicated about this exchange since October of 2018. MJ has also been communicating with Mr. Alan Gage who is the Teacher chaperoning the French students to the United States.

All parties involved see this opportunity as a valuable teaching tool that will have long lasting benefits for the individual students participating and for the entire World Language Department as well.

The School: Lycee Sasserno is a private high school in Nice, France. The school is a K-12 school

Board Approval: We are seeking board approval as this is an educational tour experience supportedd, but not financed by the district. This exchange has direct relevance to the French curriculum at GBN. In order to be eligible to participate in the exchange, students must be enrolled in French during the 2018-2020 school years.

CC: Josh Morrel
Ed Solis



Field Trip Request for Overnight Trips

Revised: December 2017

Trip Description

Type of Field Trip: ☐ Instructional ☐ Student Activity / Co-Curricular

School: ☐ Glenbrook North ☐ Glenbrook South ☐ Other: _____

Sponsor(s): _____ Extension: _____

Activity / Class Name: _____

Description: _____

Date(s) of Trip: _____

Number of Chaperones: _____ Number of Students: _____

Names of Chaperones: _____

Transportation Information

Departing from: _____ date: _____ at: _____ ☐ AM ☐ PM

Traveling to (complete address): _____

Returning from (complete address): _____ date: _____ at: _____ ☐ AM ☐ PM

Returning to: _____ date: _____ at: _____ ☐ AM ☐ PM

Students released from class (indicate time or blocks): _____

Permission Slip Needed? ☐ Yes ☐ No Waiver Slip Needed? ☐ Yes ☐ No Should the bus remain with the trip? ☐ Yes ☐ No

Car(s): _____ Bus(es): _____ D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? ☐ Yes ☐ No

Begin Collection on: _____ End Collection on: _____

Cost Per Student

Cost per Student*: \$ _____

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

	<u>Instructional / Course Field Trip</u>	<u>Student Activity / Co-Curricular Field Trip</u>
Account Number:	GBN: <input type="checkbox"/> 10L200 4850 0000 00 000000	<input type="checkbox"/> _____
	GBS: <input type="checkbox"/> 10L300 4850 0000 00 000000	Please write account number above.

For Business Services Department Use

Bank Cash Account: ☐ Cash Receipts ☐ Agency Fund

Approval

Requestor: _____ Date: _____

Instructional Supervisor _____ Date: _____
or Assistant Principal*:

Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval *

Principal: _____ Date: _____

Superintendent: _____ Date: _____

Board of Education: _____ Date: _____

* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

For School Office Use

Date Request Received: _____

Date Trip Approved: _____

Date Bus Ordered: _____

Date D225 Van Reserved: _____

Cost of Transportation: _____

Request Sent to Business _____ GBN: ☐ gbnfeesetup@glenbrook225.org Date: _____
Services Department: GBS: ☐ gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: ☐ Master Fee Roster ☐ PowerSchool ☐ e~Funds for Schools

☐ Notice to Bookstore ☐ Notice to Faculty Sponsor and Department Assistant

GLENBROOK HIGH SCHOOLS Travel Requests Requiring Board of Education Approval

I. School GBN X GBS _____ GBE _____ GBOC _____ District _____

II. Initiator Marie- Juliette Petrini-Poli Phone 847 509-2517

Position French Teacher **Date of Submission** _____

III. Dates and Times of Leave/Return

Total Number of School Days Missed per Person 0

Departure Date/Time June 2019 **Return Date/Time** June 10-24 2019

IV. Individuals Participating in Tour: French students

Teachers and Staff (Identified) Marie Juliette Petrini-Poli

Number of Students (Identify to be provided to the Principal) 10-15

V. Description, Destination, and Reason for Trip

This trip is for French students to practice their French, live with a French family, experience the culture and traditions of their host family and to visit France. We will be in Nice, France for 2 weeks during summer vacation. The students will go to school and then daily field trip to visit the various villages and sites in the area.

VI. Cost of Trip

Was the trip included in your Dept. n/a **Bldg.** n/a **District** n/a **Budget?**

Total Amount Per Person Account # Registration \$500 Lodging
N/A Meals (Advance) Judging
N/A Substitute Teacher N/A Transportation

Air roughly \$1300 **Bus/Car** _____ **District Total** _____ **N/A** **N/A** **Cost to Student** roughly \$2000 (includes flight) and is dependent on student enrollment

VII. Approval

Principal Superintendent **Supervisor**

Date **Date** **Date**

Reminder: No purchases or expenses allowed prior to Board of Education approval. Form approved by Board of Education

Acknowledgment Form for Sponsoring Agent Regarding Educational Travel

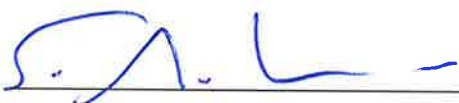
Forum Language Experience School Exchange Program (name of person or agency sponsoring program)

Nice France (destination)

June 10-24, 2019 GBN students go to France, October 2019 French students come to the US (dates)

Your signature below constitutes and is evidence of:

- (1) your acknowledgment that Northfield Township High School District No. 225 is in no way involved in the sponsorship of this trip and that the trip is not a district-sponsored activity, but rather, is sponsored solely by Forum Language Experience School Exchange Program;
- (2) your acknowledgment that Northfield Township High School District No. 225 assumes no responsibility for any trip preparation, arrangements for any supervision of students while participating in the trip, and transportation to and from the above-named destination; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (3) your agreement to release, indemnify and hold harmless Northfield Township High School District No. 225, its Board of Education, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries, including reasonable attorney's fees and costs expended in defense thereof, incurred or resulting from any student or employee's participation in this trip and transportation to and therefrom; or legal or financial responsibility or liability in the event of trip cancellation, postponement, or other change, or trip financial default.
- (4) your acknowledgment, if a district employee, that your sponsorship of this program is not within the scope of your employment with Northfield Township High School District No. 225; and is, in fact, strictly outside the scope of your employment; provided however, that your conduct remains governed by all rules of conduct to which employees of the district are subject while engaged in employment by the district.
- (5) your acknowledgment that you are not being paid by Northfield Township High School District No. 225 to sponsor this program.
- (6) if an employee of the district, please state any consideration or benefits having any monetary value that you have received or will receive from the party conducting the trip in consideration for participating in the trip: **Marie-Juliette Petrini-Poli will receive a free trip. The itinerary is not final, and therefore the costs are not final. The estimated value is between \$2,000.00 and \$2,500.00 USD.**



Stanislas Myszkowski,

CEO of Forum Language Experience

Signature of person or director of agency sponsoring program Date

November 20, 2018



EXCHANGE PARTNER CONFIRMATION FORM

We are pleased to confirm the following EXCHANGE PARTNER

School Name	LYCÉE SASSERNO
Address	1-3 Place Sasserno Nice, 066000 España
Telephone #	+33 493 80 03 61
School Web Site	http://www.sasserno.com/
Group Leader	Alan Gage
E-mail:	alan.gage@agora06.fr ; alsangage@free.fr
Home/Cell Telephone	+33 664 28 93 31

We recommend that you call your Exchange Partner as soon as possible. Keep in touch on a regular basis and include your Tour Consultant on all e-mail correspondence. **The more the two Exchange Partners communicate, the better the final outcome of your Exchange will be.**

It is understood that future Exchange Programs between **Lycée Sasserno** and **Glenbrook High School School**, will be operated by Forum Language Experience.

The Exchange Program Itinerary

Ideally, both schools should aim for a balanced Exchange Program with similar time spent at school, similar activities organized for each other and similar host family expectations and conditions. In order to finalize your Exchange Program, you will need to discuss and confirm the following points with your Exchange Partner:

- **TRAVEL DATES:** Confirm your dates of travel with your Partner School. It is important to know if the dates coincide with public holidays, exams periods and/or school holidays.
- **NUMBER OF DAYS AT SCHOOL:** Confirm with your Exchange Partner the number of days that your students can attend class, shadowing their Partners, at school.
- **WEEKENDS:** Will your students spend family time with their host family or will any group activities be required?
- **EXCURSIONS AND/OR TOURING** (organized through Forum Language Experience): These should be discussed to know when would be the most suitable days for your group to plan these trips.
- **OTHER ACTIVITIES** (not organized through Forum Language Experience): Which local excursions or extracurricular activities would you and your partner-school organize for each other, while hosting?
- **DAILY EXPENSES:** Confirm with your Exchange Partner what expenses should the visiting students expect while attending school under family care? Who will pay and take charge of transportation to school, of lunches, etc.?
- **GROUP LEADERS' ACCOMMODATION:** Forum Language Experience will assume that you will be lodged by your Exchange Partner unless alternative accommodation is requested.



Registering Students

Forum Language Experience cannot be held responsible for ensuring that each registered student has a guaranteed place on the Exchange Program. Forum Language Experience only requires a minimum of 9 students and a Group Leader. The idea of an exchange program is for both schools to recruit a similar number of students or adapt the size of the group to the capacity of the Exchange Partner. It is therefore essential to agree with your Exchange Partner on the following points:

Establish a minimum and/or maximum number of participants per group for each school

- Register students by preference or by deposit received date, this way you can reduce your final group size in the event that your partner school is unable to host all registered students.
- Take note of any participants who have stated that their families would be prepared to host two foreign students on the exchange program
- In the event that your partner school is unable to host all registered students, you should decide whether or not either school would be prepared to recruit additional host family accommodation only

Forum Language Experience Role

Forum Language Experience will act as an intermediary agent between the two Exchange Partner Schools and endeavor to coordinate and ensure a successful exchange program. Forum Language Experience will provide a minimum service of return flights, airport transfers, and travel insurance. In addition, and upon request, Forum Language Experience will propose and organize excursions and/or a touring to complement your Exchange Program Itinerary. Your Tour Project Manager will guide you through the whole process and is always available to assist and answer any questions that you may have. In the event that the exchange program does not take place due to circumstances beyond Forum Language Experience control, Forum Language Experience cannot be held responsible.

EXCHANGE IN FRANCE



JUNE 10-24, 2019*

15 DAYS / 13 NIGHTS

**Travel dates to be confirmed upon flight booking*



DAY 1: USA | FRANCE

- Fly overnight to **Nice**.

DAYS 2-14: EXCHANGE PROGRAM IN NICE

- ***Bienvenue en France!*** A Forum Representative will meet you at the airport and help you board your private motor coach to your partner school in the center of Nice.
- Upon arrival, meet your exchange partners at **Lycée Sasserno** and start your exchange program. While living with a host family, you will discover that French is more than just a textbook language as you fully immerse into the daily life of your family and school community. You will attend school with your exchange partner, apply your language skills in real-life situations, and experience life as a true local.
- Activities throughout the week may be organized by the teachers.
- Dinner and night accommodation with your host family.

DAY 3: DAY TRIP TO CANNES & ST PAUL DE VENCE

- This morning after breakfast, meet your Forum Tour Manager who will be with you during your day excursion.
- Board your private motor coach to **Cannes**, home of the famous cinema festival.
- Upon arrival, see the gorgeous views from the top of the city at La Haute Ville, then follow the narrow streets down to the **Forville Market**.
- Visit the **Palais des Festivals** where the film festival is held.
- After some free time for lunch, stop at **Saint-Paul-de-Vence**, one of the most beautiful villages in Provence and inspiration of numerous famous artists, painters, writers and poets.
- Drive back to Nice for dinner and night accommodation with your host family.

DAY 5: DAY TRIP TO MONACO & EZE

- This morning after breakfast, meet your Forum Tour Manager and board your private bus to **Mónaco**. This tiny principality is the second smallest (and most densely populated) country in the world.
- See Prince Rainer's breathtaking **Palais du Prince** and photograph the changing of the guard.
- After lunch, head to the town of **Eze**, described as an "eagle's nest" because of its location on a cliff overlooking the Mediterranean Sea.
- Visit the **Galimard factory** and learn the 3000-year history of perfume making. Take part in a perfume workshop and produce your own fragrance to take with you!
- Return to Nice for dinner and night accommodation with your host family.

DAY 15: DEPART

- Transfer by private bus to the airport for your flight back to the USA.



YOUR EXCHANGE PARTNER:

Lycée Sasserno

1-3 Place Sasserno
Nice, 06 à6000
France

An exchange program is a once-in-a-life time opportunity for students to truly explore, understand, and dive deep into another culture and language! As students fully immerse into the life of their host family and school, they'll experience a type of personal growth and empowerment that can only happen in this unique setting. Students not only travel but host their exchange partners resulting in a lifelong bond between both students and families.

HOSTING A VISITING STUDENT

Your primary responsibility as a host family is to create a welcoming and safe environment for your visiting student. We encourage you to get to know your student and spend time with her/him both inside and outside the home. Visiting students look forward to learning about American culture and customs and practicing their English in daily life. In addition to providing three daily meals for their visiting student, families also provide transportation for the Spanish students between their homes and the school. Prior to hosting, you will receive a profile form with information about your student.

SCHOOL EXCHANGE UNDERSTANDING

Your exchange is organized directly between your school and the partner school. Schools are responsible for the exchange program portion of the itinerary and for selecting and organizing host families. Forum is responsible for flight bookings, optional excursions not organized by the schools, insurance and collecting trip payments. In regard to the exchange partnership, Forum only serves to match the partner schools and advise the schools as they organize their program together. Forum cannot be held responsible for the components organized directly by the schools.

Teachers should agree beforehand what hosting arrangements will be made if the final number of students participating in the exchange differs between schools (e.g. additional host families are recruited, the number of students traveling is reduced to match the partner school). Forum cannot guarantee that schools will have the same number of participants traveling and, therefore, cannot be held responsible if the number of traveling students differs between schools.

This is your tailor-made travel experience – you will not be combined with another group!

PRICE PER PERSON

10 + participants \$ 2,370

PAYMENT SCHEDULE

December 1 st , 2018	\$ 500
January 15 th , 2019	\$ 800
March 15 th , 2019	Balance

PRICE INCLUDES:

- ✓ Round-trip airfare* from Chicago to Nice
- ✓ Departure taxes and airline fuel surcharges of \$570 per traveler
- ✓ Associated transportation costs while in Europe
- ✓ All cultural and aforementioned visits, activities, tours, and admissions as per itinerary
- ✓ Service of a dynamic professional bilingual Forum Tour Manager with the group on excursions
- ✓ **One free teacher regardless of the group size**

EXCHANGE PROGRAM:

- ✓ French host family stay with your exchange partner's family
- ✓ Meals with the host family (exceptions might apply)
- ✓ Classes and workshops during the exchange program (confirmed between the partner schools prior to departure)

PRICE DOES NOT INCLUDE:

- ✓ Meals not indicated in your itinerary
- ✓ Tips are at your discretion – these are standard guidelines:
 - Forum Tour Manager: 4 Euros per day, per traveler
 - Bus Drivers: 1 Euro per day, per traveler

NOTES

- *Airlines have the legal right to increase fuel surcharges to flight tickets after bookings have been made. In the event of an increase in airline taxes and/or fuel surcharges, Forum reserves the right to update prices accordingly.
- **Forum Language Experience** has purchased the **Student Protection Plan** from Travel Insured International on behalf of all participants. **Cancel For Any Reason** is an available **option** that must be purchased at the time of trip deposit. ***CFAR is not available to residents of NY***
- Forum has quoted this package at an exchange rate of 1 Euro = 1.15 USD. In the event of a significant change in the exchange rate, Forum reserves the right to update prices accordingly.

Date of quote: **November 19th, 2018** | Prices are valid until: First payment deadline | Your Forum Tour Consultant: **Jamye Sharp**

Forum Language Experience, Forum by Prométour and Forum are all used interchangeably.
Forum Language Experience is a member company of Prométour Inc.
California Seller of Travel License number: 2061627-40



TERMS AND CONDITIONS

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The following Terms and Conditions were updated July 26, 2018.

RESERVATION, PRICE AND PAYMENT

Reservation

When you register for a trip with Forum Language Experience ("Forum"), you accept our Terms and Conditions. Your payments and participation in the trip is your continuing acceptance of Forum's Terms and Conditions. Your reservation will be confirmed once you have submitted the online registration form and paid your trip deposit.

Price Guarantee

All prices are quoted in your local currency unless stated otherwise. Prices are calculated using exchange rates and tariffs in place on the date of your quote. Once Forum has confirmed your reservation, the land-portion price is guaranteed. Forum reserves the right to adjust the trip price and apply surcharges up to 60 days prior to departure in the event of:

- Increases in transportation costs due to fuel surcharge and/or any domestic/international departure or arrival taxes, security charges or any other types of charges imposed by airlines, airports, governments, etc.
- Exchange rate modification
- Trip modification / change in group size

Adult Supplement

The majority of our trips are designed for students; however, adults are welcome to join. A flat rate supplement of \$10 per day will be charged per adult (travelers over the age of 18).

Single/Twin Room Guarantee Supplement

This supplement does not cover night trains, cruise ships or ferries:

SUPPLEMENT	
Double/Twin Occupancy	\$40 per night
Single Occupancy	\$80 per night

Payment

We accept all major credit cards, personal checks and money orders. Your payment is not deemed made until Forum receives it. A deposit is payable at the time of booking in order to guarantee the reservation. The balance of payment must be made prior to departure.

A reservation made after the final payment deadline is payable in full at the time of booking. Failure to pay in full before the balance deadline will result in a management fee of \$150 to cover the additional communication and administration costs and is subject to the Cancellation Fee Schedule below. Please note that a non-sufficient fund fee of a minimum of \$50 will be charged to the participant if any payment is denied by the participant's bank.

	INITIAL DEPOSIT	FULL PAYMENT DEADLINE
Land-Based Programs (by Bus/Train)	\$300	45 days prior to departure
All Programs including flights	\$500	90 days prior to departure

Refunds

No refund will be made for any unused travel services or any portion thereof, nor is the price or value of unused travel services exchangeable for alternative services.

Payment Protection Coverage

Forum is registered with the State of California Seller of Travel Program, registration number 2061627, and its contact information is at the end of these Terms and Conditions.

CANCELLATION AND MODIFICATION

Cancellation Made by Participant

Notice of cancellation must be made in writing to Forum. The cancellation date will reflect the date the written notification is received. For each cancelled participant, the rate charged to the remaining participants of the trip will be adjusted according to the trip's price list. In the event of cancellation, all train tickets, plane tickets and other vouchers must be returned to our ticketing department before a refund can be processed.



TERMS AND CONDITIONS

Trips with flights, train or ferry

CANCELLATION	CHARGES*
9 months or more prior to travel	No charge**
Between 9 and 4 months	\$300 per person
Between 122 and 90 days	\$600 per person
Between 89 and 45 days	50% of trip cost
Within 44 days before departure	100% of trip cost

**For groups with less than 10 travelers, the minimum cancellation charge will be based on the cost of the airline ticket issued.*

***Additional administration fees of up to \$150 may apply.*

Trips without flights, train or ferry

CANCELLATION	CHARGES
3 months or more prior to travel	No charge*
Between 89 and 60 days	\$150 per person
Between 59 and 30 days	50% of trip cost
Within 29 days before departure	100% of trip cost

**Additional administration fees of up to \$50 may apply*

Cancellation Made by Forum

We reserve the right to cancel a trip. In such case our liability will be limited to the purchase price of the travel services only, and we shall not be liable for any claims, demands, losses or damages of any nature or kind whatsoever you may have by reason of our cancellation of the travel services. Cancellation for country instability will be based on a "Travel Warning" issued by the US Department of State for the destination country(s) of your trip. Forum will not cancel a trip for any other cautions or alerts issued by any government or agency. Forum cannot be responsible if the Group Leader, chaperone or participants choose to cancel or not participate in a trip. Forum will apply cancellation charges as listed above. Forum offers cancellation insurance for participants who may wish to purchase additional insurance beyond that offered by Forum. You may also wish to purchase your own travel insurance policy from a private insurer.

Cancellation by Group Leader/School District

A trip cancelled by a Group Leader or School District cancels the trip for all participants. A trip cancelled by a Group Leader or School District will result in cancellation charges as listed above. If a Group Leader, School District or participant is interested in purchasing additional insurance to protect the interests of all participants, they should contact Forum or purchase their own travel insurance policy from a private insurer.

Modification Made by Participant

If there is a trip modification, you agree to pay any additional charges as a result of that modification, and you agree that there will be no refund or rebate as a result of a modification.

Modification Made by Forum

We reserve the right to modify a trip by substituting similar services or making other changes as necessary based on availability of accommodations or vendors. Furthermore, suppliers have the right to substitute other suppliers in their place with or without notice. In all cases, you will receive a comparable or superior service. During local festivities, national holidays, strikes, demonstrations, or other events beyond our control, access to certain facilities such as museums, restaurants, sightseeing tours, or shopping may be limited or not available. Weather conditions may cause delays, modification or cancellation of services. Forum does not accept responsibility in such cases. Alternatives will be offered whenever possible.

Participant Substitution

Any participant seeking to cancel a trip must submit a written cancellation form. If a participant submits a written cancellation three months or more prior to departure, and simultaneously submits registration for a new participant and all fees due under the payment schedule, to take the place of the cancelling participant, Forum will issue a refund to the cancelling participant according to the Reimbursement Schedule below. Forum will not charge any transfer or cancellation fees for substitutions three months or more prior to departure. If a participant seeks to cancel travel within three months and prior to four days before departure, and to substitute a new participant, the cancelling participant must submit a written cancellation along with a new participant registration and full payment. Forum will issue a reimbursement to the cancelling participant, less \$300, according to the Reimbursement Schedule below. Forum reserves the right to refuse a participant substitution.

Reimbursement Process & Timing

Forum will reimburse you for the amounts due, less any offsets, in thirty days from the latest of one of the following dates:

- (a) The scheduled date of departure.
- (b) The day the participant requests a refund in writing on the cancellation form provided by Forum.
- (c) The day of cancellation by Forum.

Participant agrees that no interest will be paid on refunds.

*Refunds will only be made by check, regardless of the payment method used.



TERMS AND CONDITIONS

RESPONSIBILITIES

Travel Interruption

After commencement of a trip, if you should withdraw or abandon the trip or if you should be prevented from traveling by any of Forum's vendors (e.g. insufficient identification), you relinquish all claims for funds and agree that Forum is entitled to retain the funds. In case of illness or physical limitations, you must obtain a medical certificate or declaration from a health care provider and file an insurance claim. Forum will not reimburse you for any payments but will provide you with the information to submit your claim to the insurer. Forum makes no representation or guarantees concerning reimbursements of funds paid under any insurance claim.

Health and Capabilities

The pace of a trip varies, but in general, they require participants to be in good physical and mental health. Please inform your Tour Consultant of any physical disabilities or limitations. We recommend that participants seek medical advice before departure.

Passengers requiring food complying with special diets should make a request at the time of registration. Forum will do its best to meet these requests, however some of Forum's vendors may not be able to accommodate all requests.

Passport, Visas & Administration

The participant is responsible for obtaining all visas, passports, entry documents, health requirements and any documents required by laws, regulations, orders and/or requirements of the countries to be visited. **We suggest that this process be completed well in advance of departure.** Non-US or non-Canadian citizens must consult appropriate consulates to determine if any visas are needed. Failure to do so may result in refusal of travel. All passengers traveling internationally are required to have a passport. Most countries require that the passport be valid for at least six (6) months beyond the conclusion of your trip. In addition to appropriate travel documents for your destinations, **minors (travelers under 18 years old) traveling to any foreign destination when not accompanied by both parents, must have an affidavit stating:**

The child is traveling to a foreign destination with the permission of the parents/legal guardian. The child is traveling in someone else's care.

The affidavit must be signed by both parents (or the sole, documented custodial parent) and must be notarized for some destinations (e.g. Mexico, Costa Rica). If a minor is living with only one parent, the affidavit must be signed by that parent and be accompanied by a copy of their legal custody agreement.

It is the sole responsibility of the participant to provide proper documentation. Names on airline tickets must be identical to the passenger's passport. **No refunds will be made for improper documentation resulting in denied boarding or entry.**

Conduct and Behavior

The Group Leader is responsible for the supervision and general well-being of their group. In the event of student misconduct, it is the responsibility of the Group Leader to discipline the students involved and decide what action to take in regards to contacting the parents.

If the Forum Tour Manager witnesses any issues with student behavior, they will inform the Group Leader immediately.

Most groups have a minimum complimentary ratio of one chaperone to ten students. Normally, chaperones are teachers from the school; thus, they also know the students and will assist the Group Leader with issues related to conduct and behavior.

If a Group Leader decides that a student is no longer able to participate in the trip due to behavior issues, cancellation fees will be applied following Forum Language Experience Terms and Conditions without exceptions. Should the Group Leader decide to send a student home for behavioral issues during the trip, all expenses related to the early trip termination will be paid for by the parent(s)/legal guardian of the child.

Liability

Forum takes pride in selecting quality travel partners (i.e. airlines, hotels, ground transport companies, etc.). Your Forum program begins when you leave from your program's established departure city and ends upon completion of the program's services. Forum's travel partners are independent parties over which Forum has no direct control. Forum, its affiliates, directors, officers, employees, teacher/group leader, and school cannot be held responsible for events beyond their control, including but not limited to: war, civil unrest, politically motivated acts of violence, acts of God, terrorist activities, strikes, or government restrictions. Forum is not responsible for personal injury, death, property damage, baggage and personal effect loss or theft, in the absence of Forum's gross negligence. This includes any injury, death or damage arising from either an act or omission related to the use of any vehicle, host family, school, airline, hotel, tour operator, transportation company, sightseeing contractor or other firm, company, agency or individual. As part of your agreement to travel with Forum, you have agreed to arbitrate any disputes related to injury, death or damage. Forum is not responsible for the behavior of participants on a trip - this is the sole responsibility of the group leader, participants and chaperones.

Travel Insurance Coverage

All groups traveling by plane are covered by Forum's complete cancellation, travel protection and emergency medical insurance package. All land-based international trips include Forum's emergency medical insurance package. These programs are **not** optional and can only be revoked for a group with a signed insurance waiver.

Airlines and Airports

Participant(s) are subject to the terms and conditions of the airline, which constitute the sole contract between airline and passenger. Flight delays and schedule changes are the sole responsibility of the airline. Any domestic and international departure or arrival taxes, security charges, fuel surcharges, baggage fees or any other charges imposed by airlines, airports, governments etc. are subject to change without notice due to legislation beyond our control. Forum reserves the right to pass on said changes to each passenger. Additional tickets may be requested up to a maximum of 45 days prior to departure and may incur additional fees. Alternate return-date requests are limited to 10% of the total group size. It is not possible to alter your return/departure point or flight route. The deadline to submit a request for an alternate return is 90 days prior to departure. A \$150 Forum Service Fee will be applied for processing your request, and will be upheld if you choose not to take the option we offer. You will be informed of the final cost including any applicable airline supplements before changes are made. Any additional changes will incur fees as previously mentioned.



TERMS AND CONDITIONS

Governing Law

California law, without regard to its conflict of laws principles, shall govern and enforce this Agreement, regardless of where the services are performed or parties reside.

Claims and Statute of Limitations

Either Party may initiate dispute resolution proceedings by emailing or mailing a written notice to the other party within six months of the occurrence or six months of when the Party first had knowledge of the dispute issues. Both parties agree to waive all disputes where written notification was not provided within six months of when that claim arose.

Negotiation.

As a condition precedent to arbitration or any other dispute resolution, the Parties agree to enter into negotiation to resolve any dispute. After a party receives a notice of a claim, both Parties agree to submit a written statement of their position and then negotiate in good faith to reach a mutually agreeable settlement within sixty days or another reasonable amount of time as agreed by the Parties.

Insurance

If any claim is covered by insurance, as a condition precedent to filing arbitration, that Party agrees to file its insurance claim directly with the insurer prior to filing arbitration.

Arbitration

If negotiations are unsuccessful in resolving a dispute, the dispute, except those within the exclusive jurisdiction of the Small Claims Court, shall be submitted to binding Arbitration with Judicate West applying the American Arbitration Association Rules, unless the parties mutually agree otherwise in writing. Any claim whether in the Small Claims Court or arbitration must be filed within 150 days from the date when notice was first sent to the opposing party. The Parties intend this paragraph to be a self-executing arbitration clause. The arbitration shall take place within 120 days after filing for arbitration, unless the parties stipulate otherwise. The Parties agree that all claims, whether in court or arbitration shall be filed in San Diego County.

Mediation

A condition precedent to any arbitration decision is that within 60 days after the initial filing arbitration, a person from each Party with sufficient authority to resolve the case, and their legal representative, agrees to meet in-person to mediate the dispute. The place of the meeting shall be within San Diego County, and if the parties cannot agree on a location, it shall take place at the office of Forum. Each party agrees to pay one-half the costs of the Mediation. No less than 10 days prior to the mediation, each party agrees to submit a brief written statement of its position to the opposing Party. If either party fails to appear in person, that party must pay all the mediation costs as a condition precedent to further dispute resolution.

Settlement Offer

Either Party may offer a written settlement proposal to the opposing party at any time that is valid for 15 days. The Prevailing Party is the Party who makes a Settlement Offer, and obtains an arbitration award or a later Settlement Offer from the opposing Party that is equal to or exceeds its earlier Settlement Offer. A Party who files a claim in Court, instead of according to the terms of this dispute resolution section, shall not be a Prevailing Party, even if it wins substantially all its claims in arbitration and exceeds its Settlement offer.

Attorney's Fees and Costs

Attorney's fees and costs shall be awarded to the Prevailing Party in an arbitration. Costs shall be awarded to the Prevailing Party from the inception of the dispute. Attorney's fees and costs shall be awarded beginning with the date the Prevailing Party made its Settlement Offer.

Lawsuit

If either party files suit, other than a Small Claims lawsuit or to enforce arbitration, the Court shall award attorney fees against the party filing the suit, regardless of the outcome of that suit, in an amount of the actual attorney fees paid by the Plaintiff plus the unpaid billings of the current and prior month. The parties agree that the court is not authorized to award an amount less than the fees actually incurred.

Venue

Any lawsuit, mediation or arbitration shall take place in the City of San Diego. Parties waive any objection to personal jurisdiction and venue.

Statutory Notices California Corporations Code § 17550.13

California law requires certain Sellers of Travel to have a trust account or bond. This business has a trust account. Forum is a seller of travel and a participant in the California Travel Consumer Restitution Fund (<https://www.tcrinfo.org/>). A passenger, or the person making payment for the passenger, who was located in California at the time of the sale of air or sea transportation or travel services, has a right to make a claim on that fund. The losses covered include travel services that you paid for, but did not receive. You must file your claim on the forms provided by the California Travel Consumer Restitution Fund. If you file a claim with the California Travel Consumer Restitution Fund, you forfeit your right to file a claim against Forum. The time limit for making a claim is one year from the date of completion of the travel for which you claim a refund. Your claim must exceed \$50 and cannot exceed \$15,000. There is a filing fee to file your claim with California Travel Consumer Restitution Fund. Forum operates only in California and does not participate in any other State's seller of travel program or restitution fund. If a participant is outside the State of California, he/she is not eligible to file a claim to the California Travel Consumer Restitution Fund.

Privacy Notice

When you enroll for a trip with Forum, you will be asked to submit personal information such as your name, address, email address, gender, phone number, date of birth and passport number. We will share your personal information with suppliers (e.g. airline, hotel, insurance and activity providers) only when necessary to fulfill your program requirements and reservations. We will never sell or rent your personal data to third party companies. By enrolling in our programs through our online platform, you are authorizing us to disclose to our suppliers the information required to complete the program requested and fulfill related requirements such as insurance and medical coverage.



TERMS AND CONDITIONS

Financial Security

We take precautions to protect your information. When you submit sensitive information via the website, such as credit card data, your information is protected and does not remain stored in our system.

Contact

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