



ANDERSON UNIVERSITY TRI-S APPLICATION

Faculty/Staff/Family Service Trip

Belize

Dates: March 14-20, 2020

TRAVELER INFORMATION

Legal Name _____
FIRST MIDDLE LAST

Cell Phone _____ E-mail _____

Female ☐ Male ☐ Date of Birth ____/____/____ Age ____ T-shirt Size (YS-2XL): ____
month day year

Home Address _____
STREET CITY STATE ZIP

Have a valid passport? Yes ☐ No ☐ Country of Citizenship _____ Expiration _____

Relationship to AU: Faculty/staff ☐ Retiree ☐ Family of AU faculty/staff/retiree ☐ Relationship: _____

Emergency Contact Name: _____

Relationship: _____ Phone Number: _____

Please reserve a space for me on the Tri-S faculty/staff/family service trip to Belize. Enclosed is my non-refundable deposit in the amount of \$200 or I have made a PayPal payment online. I understand that acceptance onto the tour is on a first-come, first-serve basis.

Signature (Parent/guardian if under 18) _____

Printed Name _____ Date _____

Program Cost: \$2,300

September 15, 2019: Application and \$200 non-refundable deposit

November 30, 2019: \$1,050

January 31, 2020 \$1,050

Return to the Tri-S and Study Abroad Office, Decker 132:

Mailing Address: Anderson University, Attn: Tri-S, 1100 E. 5th St, Anderson, IN 46012

Phone: (765) 641-4170 E-mail: tri-s@anderson.edu

- ☐ Completed Tri-S Application
- ☐ Signed Anderson University Agreement & Release Form
- ☐ \$200 Non-Refundable Deposit We accept cash, credit/debit cards, or checks made payable to Anderson University.
To make a payment online, go to https://andersonuniversity.formstack.com/forms/tris_payment.



ANDERSON UNIVERSITY AGREEMENT & RELEASE FORM

In consideration of my acceptance in Anderson University's Tri-S program, I hereby agree to the following:

HEALTH AND SAFETY

- Prior to travel, it is my responsibility to consult my family physician regarding immunizations or other precautions to protect against travel-related illnesses.
- If I have any physical or mental condition or I am taking a prescription medication which may require special medical attention or accommodation during the program, I will notify the Tri-S office or my group leader.
- It is my responsibility to be sure I am covered by a policy of comprehensive health and accident insurance that provides coverage for any injuries or illnesses I may experience during my travel. I will not hold Anderson University, its directors, or officers liable for any injuries, illnesses, claims, damages, charges, bills, and/or expenses I may incur related to health or accident issues while traveling through this program.
- I grant to Anderson University or any of its representatives full authorization to take any action deemed necessary to protect my health and safety at my expense, including, but not limited to, placing me under

the care of a doctor or hospital for medical examinations and/or treatment, or returning me to the United States if such return is deemed necessary after consultation with medical authorities.

- I understand that participation in Anderson University's Tri-S program involves risks not found in study at the university. These risks include but are not limited to traveling to and within, and returning from, one or more foreign countries; foreign, political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical practices and conditions; natural hazards; disease, illness and injury; and crime. I understand that these and other risks are further described in the U.S. Department of State Consular Information Sheet and Travel Warning for the country or countries to which I will be traveling (travel.state.gov). I acknowledge that I am aware of these risks, that the University has no control over these risks, and that it is my responsibility alone to take precautions to minimize such risks

PROGRAMS AND TRAVEL

- I understand that Anderson University reserves the right to make changes to the program itinerary at any time and for any reason, with or without notice, and the university shall not be liable for any loss to me because of any such cancellation or change. Any additional expenses resulting from penalties assessed by airlines because of operational or itinerary changes are my responsibility. The university reserves the right to substitute housing of a similar category at any time. Specific room and housing assignments are at the sole discretion of the university.
- I agree that Anderson University may use photographs or videos that may be taken of me during the period of my participation in the program for whatever purpose they see fit.
- I understand that Anderson University assumes no responsibility, liability, or expense for any delays, cancellations, fare changes, missed carrier connections, public health risks, accidents, illnesses, injuries, death,

losses, damages, or negligence by any tour operator, airline or transportation company, hotel or other housing facility, food service, or any other service due to weather, strikes, acts of God, war, quarantine, civil unrest, terrorism, or any other reason not explicitly stated here.

- I realize that Anderson University cannot assume responsibility for any loss, disappointment, expense, or frustration resulting from my failure to follow instructions or obtain the required documentation including passport, visa, birth, and/or health certificates.
- I understand that Anderson University, at its sole discretion, reserves the right to cancel all or part of any program after departure, requiring that all participants return to the United States if the university determines or believes that any person is or will be in danger if the program is continued.

CONDUCT AND LIFESTYLE

I understand that Anderson University reserves the right not to accept or retain me in the program at any time should my actions or behavior impede the operation of the program or the rights or welfare of another person. I understand that I may be required, at my own expense, to leave the program at the sole discretion of Anderson University's agents

and representatives, and may be referred to the appropriate Anderson University officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the program.

I acknowledge that my participation in this program is entirely voluntary. I acknowledge that I have read, understand, and will abide by each of the terms and conditions of this agreement. I understand that all initial deposits are non-refundable and cannot be transferred to another person.

Signature (Parent/guardian if under 18) _____ Date _____



I understand that by signing and submitting this document with an electronic signature, I am agreeing to the terms and conditions listed above and acknowledge that it is legally equivalent to a handwritten signature.



GENERAL TERMS AND TRAVEL CONDITIONS - Belize

These general terms and travel conditions are valid for this Tri-S program and is subject to change with or without notice.

TRAVEL ELIGIBILITY

To be eligible to travel with Tri-S on this program, you must be a current Anderson University faculty, Anderson University staff, family member of any current Anderson University faculty or staff as long traveling with faculty or staff member, Anderson University retiree, or family member of any Anderson University retiree as long traveling with retiree.

WHAT'S INCLUDED IN THE PRICE?

- \$200 non-refundable, non-transferable deposit
- Round-trip economy-class airfare on a carrier chosen by Tri-S from Indianapolis.
- Accommodations – sleeping in secure church, school, or community center and one night in a hotel
- A Tri-S program leader available 24 hours a day from when you arrive at your departure city until you return
- Meals (3 a day in Belize)
- Group sightseeing tour, excursion, and entrance fees as specified
- Airport transfers in Belize
- Transportation to all included group activities in Belize
- Basic travel insurance
- 35+ hours of ministry

WHAT'S NOT INCLUDED IN THE PRICE?

- Trip cancellation insurance
- Transportation to and from the departure city
- Optional excursions
- Gratuities and tips (for tour directors, bus drivers, and local guides)
- Any applicable baggage-handling fees imposed by the airlines for checked baggage and/or overweight baggage
- Expenses caused by airline rescheduling, cancellations, or delays caused by the airlines, bad weather, or events beyond Tri-S control.
- Passport, visa, and reciprocity fees
- Immunizations or other required or recommended health precautions
- Personal expenses such as but not limited to laundry, health-related expenses, postage, phone calls, WIFI, souvenirs, gifts, etc.

GROUP TRAVEL

How does group travel work?

We believe that all faculty, staff, retirees, and their families should have the opportunity to travel with Tri-S on this program, which means we do everything we can to keep our program price affordable while providing comprehensive and enriching experiences. Therefore, in order for everyone to travel for the lowest price possible, group travel requires some flexibility.

Anything else I need to know about my itinerary?

Based on your travel dates, there may be times when it becomes necessary to modify your itinerary. Sometimes this involves changing the order in which cities are visited, altering your length of stay in a city or country, or using an alternate airport. On certain days, especially holidays, some program inclusions may be unavailable. In such cases, we will substitute different inclusions. This tour is designed for faculty, staff, retirees, and family members of all ages. Itineraries are subject to change or alternation by the airlines and/or Anderson University Tri-S without notice.

Keep in mind that 1) these are not all-expense paid travel programs and 2) program price, schedules, and arrangements are subject to infinite change.

ROOMING

How are travelers roomed for this program?

Travelers will be housed in a secure church, school, or community center on air mattresses or on the floor in gender specific areas. During the hotel stay, families will stay together in the same room or in multiple rooms depending on numbers. If someone is not traveling with a family member, a hotel room may be shared with another person of the same gender.

INSURANCE

Do I need insurance to travel with Tri-S?

Anderson University requires that all Tri-S travelers be covered by a comprehensive health and accident insurance policy.

Is travel insurance included in the cost of my program?

Yes, a basic travel insurance policy is included.

What is trip cancellation insurance and do I need it?

Trip cancellation insurance refers to a type of insurance that covers travelers in the event of trip cancellation for various specified reasons. As long as the reason why the trip is being cancelled is covered in the policy, the policy holder will be covered for the losses of the cancelled trip. It is not required to have trip cancellation coverage.

FLIGHTS

Which airlines are used by Tri-S?

Tri-S reserves seats with major airlines, including Aer Lingus, Air Canada, Air France, Air New Zealand, Alitalia, American, British Airways, Copa Airlines, Delta, Iberia,

Icelandair, KLM, Lan Airlines, Lufthansa, Qantas, South African Airways, Swiss, United, Virgin Atlantic Airways, and other U.S. and international carriers. Our contracts do not allow upgrades, stopovers, or the accrual of frequent flier miles.

What will my flights be like?

We always do our best to provide the most direct route to your destination city. However, due to available flight routings, we cannot guarantee non-stop or direct flights. Sometimes, groups may travel on an overnight red-eye flight, departing the evening before the tour is scheduled to begin. In rare cases, groups may have a domestic and/or international overnight, layover, and/or bus transfer. We are not able to pre-assign seating. Seat assignments will be provided upon check-in. Depending on your group's size, travelers may or may not sit together. Some countries may require aircraft insecticide treatment for inbound foreign flights.

Do I have to travel on all legs of my flight itinerary?

You must travel on all legs of your itinerary. If you do not travel on a portion of your flights, the remaining portions will be cancelled. You will be responsible for purchasing a new ticket as well as for any service fees charged by the airlines.

What happens if my flight is delayed?

Tri-S is not responsible for airline schedule changes or mechanical, weather, or capacity-related flight delays. Any expenses incurred due to delays are the responsibility of the individual.

Am I allowed to do a deviation in flight schedule?

No. Exception: Deviations in flight schedule are only allowed in cases of international internships and study abroad. Participants requesting a deviation will be assessed \$100 service fee, plus any additional air and/or land costs.

BAGGAGE

What baggage can I take with me?

Although airlines may have more generous baggage allowances, Tri-S recommends one suitcase and carry-on bag. The carry-on must fit in the overhead bin or under the seat in front of you. Baggage space is limited especially in vans and motor coaches. Baggage loss or damage sustained while in the custody of an airline, hotel, bus company, transfer company, or Anderson University vehicle is not the responsibility of Anderson University Tri-S. Baggage is at the owner's risk and responsibility throughout the entire program.

Is checked luggage included in the cost of the trip?

No.

MISCELLANEOUS

When does the tour officially start and end?

Each tour begins with take-off from the departure airport and ends when the flight lands at the return airport. Costs associated with getting to and from the departure location is the responsibility of the individual.

What happens if Tri-S has to cancel or modify a program?

Tri-S retains the right to cancel, modify, or delay the tour as a result of unforeseeable events that are beyond Tri-S' reasonable control, including but not limited to, acts of God, war (whether declared or undeclared), terrorist activities or threats of terrorist activities, instability in a destination country, incidents of violence, public health issues or quarantine or threats of public health issues, substantial currency fluctuations, strikes, government restrictions, fire or severe weather conditions, or any other reason that makes it impossible or commercially unreasonable in the sole opinion of Tri-S to conduct the program as originally contracted. Cancellation by Tri-S for causes described in this section shall not be a violation of its obligations to any traveler. In the event a program is canceled, full refund of all payments less any non-refundable portions will be considered full settlement with the traveler.

What about lost belongings?

Tri-S is not responsible for loss of passports, airline tickets, or other documents, or for loss of or damage to luggage or any other passenger belongings.

What about travelers with food allergies?

Tri-S recognizes that some travelers may have severe food allergies. We will do our best to ensure that our suppliers are informed of the situation, but we cannot guarantee that all requests will be accommodated. Travelers are responsible for making their own arrangements for all in-flight meals.

What items are prohibited from tour?

For the safety and wellbeing of all travelers, no firearms or any other weapons are permitted on program except as required by law.

PERSONAL DATA

Tri-S will process your personal data in compliance with applicable data protection legislation for the purposes of completing your enrollment, customer service, the purchase of an offered travel insurance plan, and providing you with the products and services related to your tour. This may entail sharing your personal data with corporate affiliates, claims handlers, insurance providers, and other business partners both within and outside the U.S.

We will only keep your personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation or for the establishment, exercise or defense of legal claims.

RESPONSIBILITY AND LIABILITY

Program participants should understand that all arrangements for transportation, lodging, and other program activities are made upon the expressed condition that Anderson University is not liable for any injury, damage, or loss, due to the failure of equipment, neglect or default of any company or person engaged in carrying out the arrangements of the program.

The right is reserved to withdraw any program announced on the Tri-S website or promotional material, substitute housing, make alternations in the itineraries as may be necessary for the proper carrying out of the program, or to cancel the program at any time prior to departure.

All fares shown are subject to confirmation and adjustment until the day of departure in the case of foreign exchange fluctuation, inflation, and/or other changes resulting in increase in land and/or air costs.

APPLY NOW!

There are two easy ways to apply and pay your non-refundable deposit.

- 1. In Person:** Tri-S and Study Abroad Office, Decker 132
- 2. Mail:** Anderson University
Attn: Tri-S
1100 East 5th Street
Anderson, IN 46012

PAYMENT PLAN

Applications received by Tri-S	Payment due	Deadline
Before the second payment date	• \$200 non-refundable, non-transferable deposit	Upon application
	• \$1,050 payment	By second payment date
	• Full account balance due	By third payment date
On or after the second payment date	• \$1,250 deposit (including \$200 non-refundable deposit)	Upon application
	• Full account balance due	By third payment date

A \$75 non-refundable late fee applies if account is not paid in full by the third payment date.
A \$75 non-refundable late fee applies if an application is received after the second payment.

LATE APPLICATIONS

If a traveler applies on or before the second payment date, travelers can be placed on the trip if there are spaces available with no late fee. If the traveler applies after the second payment date, they are considered a late application and a non-refundable \$75 late enrollment fee will be charged. The traveler will be placed on a waiting list while we check availability.

NON-REFUNDABLE LATE FEES

\$75 for any account not paid in full by the final payment date

\$75 for late applications

PAYMENT DATES – Trip Cost: \$2,300

September 15, 2019:	Application and \$200 non-refundable deposit
November 30, 2019:	\$1,050
January 31, 2020:	\$1,050

FORMS OF PAYMENT

We accept the following forms of payment: checks made payable to Anderson University, debit/credit cards, and cash. Debit/credit card payments can be made in person or online at https://andersonuniversity.formstack.com/forms/tris_payment.

CANCELLATION POLICY

The cancellation policies outlined below take into consideration the costs Tri-S incurs long before groups ever depart. Notice of cancellation from the Tri-S program will only be accepted from the traveler in writing. The date of cancellation will be determined by the date on which Tri-S receives notice. Cancellation refunds can only be made to the person whose name appears on the account. Non-refundable fees, such as the \$200 deposit and late fees are also deducted from refunds.

On or before the third payment date: Full refund less \$200 non-refundable deposit and any expenses incurred prior to written notice of cancellation

After the third payment date: No refund will be issued and the traveler will be held responsible for any expenses made on his/her behalf for the trip.

WAITLIST

At the discretion of Tri-S, a waitlist may be offered for full programs. The \$200 non-refundable deposit is required for waitlist applications. If space becomes available on the program and you choose to enroll when contacted by Tri-S, Tri-S' payment plan and cancellation policy apply. If space does not come available or if you cancel from the waitlist, the \$200 deposit will be refunded.

NAME CORRECTIONS

Any corrections to match passport names made after the second payment requires that we change the flight reservation, resulting in a minimum fee of \$200 per airline up to the cost of a new published fare ticket. Travelers who have not yet applied for a passport should provide their full legal name and date of birth as they intend to have it appear on their passport.

Spaces are limited. Applications will be accepted on a first come, first serve space available basis.

All payment due dates refer to the dates by which each payment must be received by Tri-S. Please allow adequate time for delivery (approximately 10 days) to avoid late payment fees. Your cleared check or credit card statement is your receipt of payment.

Tri-S reserves the right to cancel the traveler's reservation if any payment is past due by 30 days (or 15 days after final payment).