

# Registration Form

Program Pasadena City College Study Abroad Program to Florence, Fall Semester 2009

Departure Date September 17, 2009 Departure City Los Angeles, CA

## Participant Information

(Please no nicknames, no abbreviations. Please enter your precise name, as it appears or will appear on your passport)

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ DOB \_\_\_\_\_ Passport # \_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_ No, I am a citizen of \_\_\_\_\_

Non-U.S. citizens need to contact the consulates of the countries visited for the purpose of obtaining appropriate visa information.

Special meal request No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please specify \_\_\_\_\_

Health concerns including allergies No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please specify \_\_\_\_\_

Special accommodation request No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please specify \_\_\_\_\_

## Accommodation

(The program price is based on sharing a twin bedded room. Please check the following that apply)

Student apartment sharing a twin bedded room (within an apartment for 4-6 persons). This arrangement is included in the price.

Single room supplement in apartment (\$660) Single room supplement for 3 nights at hotels (\$240)

Home-stay accommodation including half-board at a supplement \_\_\_\_\_ Sharing a twin bedded room (\$1,700) \_\_\_\_\_ Staying in a single room (\$2,400) \_\_\_\_\_

Non-Smoking \_\_\_\_\_ Smoking \_\_\_\_\_ Name of preferred roommate, if applicable \_\_\_\_\_

## Deviation

(If you wish to deviate from the core program dates, a \$100 deviation charge is applicable, plus the cost of the change)

If you wish to deviate, please detail your deviation request:

I do not want to return on December 15, 2009. I wish to return from City \_\_\_\_\_ on (Date) \_\_\_\_\_

Special travel request or remarks (may be continued on separate sheet) \_\_\_\_\_

Please submit deviation requests in writing prior to June 15, 2009. Please be aware that deviation requests are subject to space availability. Date deviations are generally easier to accommodate than routing deviations.

## Emergency Contact

(Please list the name and contact information of the person you would like us to contact in the case of an emergency)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

## Payment

Enclosed with this form is my deposit in the amount of **\$400** (Check or money order made payable to **LeonardoWorld LLC**)

**PLEASE MAKE SURE YOU READ THE RESERVATION INFORMATION (PAGE 2) CAREFULLY, AND SIGN AND DATE IT ON THE BOTTOM.**

**Reservation Information**

**Program Prices**

Prices are listed in U.S. dollars and are based on current exchange rates. Prices are subject to change. Price adjustment may occur if airfare conditions, prices for land services or exchange rates are revised.

**The Price Includes**

The items included in the price are clearly listed under "The Price Includes."

**The Price Does Not Include**

The items not included in the price are listed under "The Price Does Not Include." The price does not include passport and visa fees, immigration and custom fees, excess baggage charges, insurance, transportation, accommodation and meals other than "Included", laundry service, telephone calls, beverages of any kind except coffee or tea with breakfast and all other items of personal nature.

**Reservations**

A deposit is required at time of reservation.

First payment	Deposit in the amount of \$400 per person at time of registration
Second payment	\$2,500 by May 1, 2009
Final payment	Balance by June 15, 2009

**Cancellations**

In the event that you cancel your participation in the program, you need to inform LeonardoWorld LLC in writing. Cancellation date is the day when LeonardoWorld LLC has received your written cancellation notice at the place of LeonardoWorld LLC's business.

<u>Date of Cancellation</u>	<u>Cancellation Fee</u>
By May 1, 2009	\$300
May 2 to July 1, 2009	\$1500 plus non-refundable amount of the air ticket and travel insurance
July 2, 2009, or later	No Refund

Late fees for balances paid later than July 2, 2009, may be assessed, depending

**Insurance**

LeonardoWorld LLC's Travel Protection Plan is included in this program.

**Refunds**

The refunds, if applicable, will be based upon the provided cancellation schedule. No refunds will be made for any components such as meals, accommodation and other items resulting from the participant's absence or other situations that may make the participant not utilize such services.

**Deviations**

In general it is possible to deviate from the itinerary. A deviation fee in the amount of \$100 plus the cost of the change will apply. Please be sure to read and understand the Deviation Procedures explanations on the reservation form.

**Passport and Other Travel Documents**

U.S. and non-U.S. citizens are required to possess and to take with them a valid passport for travel to the program destinations. In some instances, visas may be required. Non-U.S. citizens participating in this program are requested to check with consulate offices of the countries visited for detailed visa information. Non-U.S. citizens must possess an alien registration card for being allowed to return back to the U.S. at the end of the program. U.S. citizens are required to check with consulate offices in the case that they extend their stays and visit countries other than those visited on this program. It is the sole responsibility of each participant to possess the appropriate documentation necessary to enter the countries on their itinerary. LeonardoWorld LLC is not responsible for participants obtaining passports and visas. LeonardoWorld LLC is not responsible for any of the participant's expenses, cancellations and/or losses related to the participant not possessing the appropriate passport and visa documentation.

**Baggage**

Although it is recommended to take one suitcase only, the transportation of two regular size suitcases and one carry-on items per participant are allowed on this program. On the Rome and Venice excursions, transportation of one carry on, tote bag or overnight bag is included. The reason is limited amount of space on motor coaches and in hotel rooms. Carry-on items need to be under conveyance of the owner. Airline regulations required that the carry-on items must fit underneath the airline seat in front and must the item's dimensions are limited to 45 inches. It is the responsibility of each participant to be in compliance with the airline's baggage checking and size regulations.

**Airline Responsibility**

No IATA or non-IATA airline shall be liable for any loss, damage, injury, accident, delay or irregularity which may be occasioned by reasons of defect or through the acts of omission of any person or company performing or rendering the services, other than carriage by air, described in this program brochure. The services described in this program brochure other than transportation furnished by an IATA or non IATA carrier are furnished by independent contractors who are not servants of or joint venturers or partners with an IATA or non IATA carrier.

**Responsibility**

LeonardoWorld LLC of San Diego, California, acts only in the capacity as agent for suppliers of services providing arrangements. LeonardoWorld LLC does not own or operate any of the suppliers of services such as airlines, transportation companies, hotels, restaurants, educational institutions and other suppliers. LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers are not liable for the failure for any such supplier to render transportation, accommodation and other services that are considered part of the travel arrangements privately or by LeonardoWorld LLC. The program participant agrees that LeonardoWorld LLC as well as Pasadena City College, its Board members, its employees and volunteers assume no liability whatsoever for loss of property, injury, accident, illness, death, irregularity and delays during the duration of the program. In addition, the program participant agrees to hold LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers harmless for damage and delay due to equipment problems, quarantine, declared or undeclared war and insurrection, terrorist and criminal activity, revolt, civil disturbance, hostility, military action, strikes, labor unrest, any "act of God" or nature and for any act of any third party. The participant, by registering for this program, agrees that LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers are not responsible for delay, rerouting, omission and additional expense resulting from the passenger's improper travel documents such as passport, visa and health document. Any losses and expenses related to such circumstances are within the responsibility of the program participants and not of LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers. LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers are not responsible for acts of any government authority. LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers reserve the right to adjust itinerary and contents and to substitute accommodation providers as deemed necessary. LeonardoWorld LLC, Pasadena City College, its Board members, its employees and volunteers reserve the right to accept or decline any person as a program participant as well as to refuse to retain any participant's membership in the program. The "Passage Contract" in use by the public air carriers, when issued, shall remain the sole contract between the carrier and the passenger. Certain other provisions will be listed on the application form. By registering for this program, the participant agrees to all such terms and conditions.

**Arbitration**

Any dispute arising out of, or relating to this or other study abroad programs and its extensions, shall be submitted to non-binding arbitration under the Federal Arbitration Act. The non-binding arbitration shall take place in the County of San Diego, State of California.

In effect until December 31, 2009

***I have carefully read the Registration Form and the Reservation Information. I agree to the registration and reservation guidelines.***

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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***Any registration for an individual under 18 years of age, at time of signature, needs to be signed by a parent or guardian as well.***

Parent's or Guardian's Name \_\_\_\_\_

Parent's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_