

# Registration Form

Program Pasadena City College Study Abroad Program to Guadalajara, Winter Intersession 2009

Program Dates January 24, 2010—February 14, 2010 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 in a home-stay. Please check one box only)

- Home-stay accommodation including most meals (included in price)
- Single room supplement in shared home-stay (\$150 extra; based on availability)
- Single room supplement in hotels during excursions (\$180 extra)

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 February 14, 2010. 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 **October 25, 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 **\$300** (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. Program price is based on a minimum of 15 participants.

#### The Price Includes

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

#### 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 \$300 per person at time of registration
Second payment	\$1,000 by October 1, 2009
Final payment	Balance by December 1, 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 October 1, 2009	\$300*
October 2—December 1, 2009	\$800* plus the travel protection plan
December 2, 2009, or later	No Refund

(\*The asterisk means that the cancellation fee is the amount shown plus any other unrecoverable charge imposed by airlines, theaters, insurance companies and other suppliers of services.

#### 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

The transportation of two regular size suitcase and one carry-on items per participant will be handled by the airlines on this program. 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

Neither AeroMéxico nor any other 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 carrier are furnished by independent contractors who are not servants of or joint ventures or partners with an 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, 2010

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

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

**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 \_\_\_\_\_