



TRAVELS TERMS & CONDITIONS

The following is a Harvard Alumni Travels program

**HBS BIKE & BARGE ABOARD *MAGNIFIQUE II*
BRUGES TO AMSTERDAM
SEPTEMBER 8-16, 2017**

TOUR OPERATOR: Academic Arrangements Abroad,
CST 2059789-40

CO-SPONSORED WITH: Exclusively developed for
Harvard Business School Alumni Travel

PROGRAM RATES:

Per person double occupancy:

Cabins *16-19	\$3,995
Cabins 5-12; 14, 15	\$4,995
Cabins 1-4	\$5,995
Single supplement:	\$1,495

**Cabin 16 is a designated single cabin*

COST INCLUSIONS: Seven nights aboard *Magnifique II*; meals as indicated in the itinerary, bottled water and coffee/tea with all meals, local wine and beer with dinner; arrival and departure transfers for those on suggested group flights; daily guided or self-guided bike tours, including a follow van; traditional touring bicycles with 7-8 gears, hand brake and/or pedal brake, saddle bags; bike route maps and printed instructions; daily briefings on board by professional guides; gratuities to local guides and drivers, customary shipboard gratuities; services of tour director; taxes, service charges, portage; pre departure material; \$200,000 emergency medical assistance and evacuation insurance.

PROGRAM COST EXCLUSIONS: International airfare; international and domestic airport taxes; passport fees; Liquor and alcoholic beverages, other than wine/beer at dinners; personal expenses such as laundry, phone calls, internet, and other items of a personal nature; trip cancellation insurance; bike helmets.

PROGRAM SIZE: This tour, (exclusively developed for Harvard Business School Alumni travel), is limited to 34 participants on a first-come, first-served basis. The

minimum group size is 24. Should the minimum not be met, we reserve the right to cancel the program, levy a small group surcharge, and/or send the program without a Harvard study leader. We retain the right to add staff members and/or invited guests to any of our group departures regardless of the stated group-size limitation.

RESERVATIONS, DEPOSITS, & FINAL PAYMENT:

To reserve a space on this program, a \$1,000 deposit is required per person. Please either call us at 800.422.1636 or 617.496.0806 or fill out and mail or fax the registration form (to 617-495-0434).

Reservations are acknowledged in order of receipt until the maximum enrollment has been reached. Deposits may be made by check, payable to Harvard Alumni Association, or with a major credit card. Final payment, payable by credit card or check, is due 120 days prior to departure.

CANCELLATIONS & REFUNDS: Notification of cancellation must be received in writing by HAA from the participant and are subject to a \$350 non-refundable per person administrative fee 7 days after the reservation is received. All refunds are limited to amounts actually received by the tour operator and are the sole responsibility of the tour operator; HAA shall have no liability for refunds. At the time the tour operator receives written notification of cancellation, the following cancellation charges will apply: Cancellations received between 120 and 91 days prior to departure, 20 percent of the program cost per person; those received between 90 and 61 days before departure, 50 percent of the program cost per person; no refunds will be given for cancellations received within 60 days of departure. No refunds are given for cancellation on or after the day of departure, or for unused portions of the tour, for any reason.

INSURANCE: We highly recommend the purchase of trip cancellation insurance to cover unexpected trip interruptions, cancellations, and lost baggage. An application for trip cancellation insurance will be

provided by Harvard Alumni Travels upon confirmation. The pre-existing medical conditions exclusion is waived if the insurance is purchased within 21 days of initial deposit. Neither the Harvard Alumni Travels nor our tour operators, including their representatives, employees and agents, will take responsibility for any costs, losses incurred or suffered by the guest, or guests' dependents or traveling companions, with regards to, but not limited to, cancellation or curtailment of the tour, emergency evacuation expenses, medical expenses, repatriation expenses, damage/theft/loss of personal baggage, money and goods. Nor do they accept liability for any airline cancellation penalty incurred by the purchase of a non-refundable airline ticket or other expenses incurred by tour participants in preparing for the tour.

AIR ARRANGEMENTS: The tour operator is able to arrange international group flights for this departure. They can also handle domestic connecting flights for all HAA participants, regardless of home city. Academic Arrangements Abroad will also provide recommended flight schedules when group flights are not guaranteed.

A suggested flight schedule will be offered. Passengers making individual flight arrangements can request private transfers. A \$40 fee will be charged per ticket issued. Domestic airfare will be quoted on an individual basis and is payable by credit card only. Frequent flyer mileage cannot be accepted in conjunction with this program.

Neither the Harvard Alumni Association nor the tour operator accepts the liability for any airline cancellation penalty incurred by the purchase of a non-refundable airline ticket. The air ticket when issued shall constitute the sole contract between the passenger and the airline concerned.

WHAT TO EXPECT / PHYSICAL HEALTH: All participants must be in generally good health. Any condition that may require assistance or special medical attention must be reported at the time of your reservation. All programs require physical independence and mobility. Any physical or mental condition that may require special medical attention or physical assistance must be reported in writing when you make your reservation. We regret that we cannot offer individual assistance; in such cases you must be accompanied by a companion who will assist you. Please note that our itineraries cannot accommodate wheelchairs. Travelers must be able to embark or disembark motor coaches alone or with minimal assistance from your traveling

companion and climb stairs and step over raised thresholds without assistance. Travelers requiring assistance must travel with a companion who will be responsible for handling equipment.

Participants with medical issues and/or dietary restrictions must make them known to us well before departure, and impairments regarding mobility must be disclosed prior to booking. If you have any questions about the level of activity of this program or your ability to participate, please call Harvard Alumni Travels at 800.422.1636.

PREPARING FOR YOUR JOURNEY: You will be provided with comprehensive pre-departure travel information, including specific suggestions for packing, a recommended reading list and amenities pack.

EMERGENCY MEDICAL & EVACUATION

INSURANCE: As a service to our travelers the Harvard Alumni Travels automatically provides basic emergency medical evacuation insurance. At the time of publication, this policy has the following schedule of benefits: \$5,000 Accident/Sickness Medical Expense; \$200,000 Emergency Medical Evacuation & Return of Remains; \$3,000 Emergency Reunion; \$5,000 Accidental Death and Dismemberment. This insurance covers travelers for the Harvard-sponsored program dates, but not for any extensions or independent travel plans. You will receive detailed information on this coverage approximately 30 days prior to your departure. Should you also purchase the Travel Insurance Select offered to you at confirmation, it will provide you with benefits which are additional to those stated above. This insurance is secondary to any insurance the traveler may already have.

CHANGES IN ITINERARY, PROGRAM, STAFFING, AND COSTS: The itinerary is subject to change at the discretion of Harvard Alumni Travels and the tour operator. We reserve the right to change a program's dates, staff (including study leader*), itineraries, or accommodations as conditions warrant. Harvard Alumni Travels reserves the right to cancel the program, levy a small group surcharge, and/or send the program without a study leader. If Harvard Alumni Travels is unable to confirm a study leader or should the study leader cancel from this program, we reserve the right to operate the program regardless of Harvard representation. Deviations from the scheduled itinerary are at the expense of the individual. All prices quoted are based on prevailing fuel prices, airfares and

currency exchange rates in effect as of November 2016 and are subject to change.

*In the event of a cancellation by the Harvard study leader, we will attempt to notify all travelers as soon as possible. We will make every reasonable effort to find a replacement study leader, but our ability to do so will depend on the availability of appropriate lecturers and proximity to the departure date. If we are not able to provide an appropriate substitute we will make every reasonable effort to provide other educational opportunities or program enhancements to ensure a viable travel study experience. Please note that all participants are bound to the cancellation fee schedule and other terms and conditions of the program regardless of whether or not a replacement study leader is found.

RESPONSIBILITY: The tour operator, its owners and employees act only as agents for the various independent suppliers and contractors providing transportation, hotel accommodations, restaurants, and other services connected with this tour. Such travel and services are subject to the terms and conditions under which such accommodations, services, and transportation are offered or provided, and Harvard Alumni Travels and the tour operator and their respective, employees, agents, representatives, and assigns accept no liability therefore. Harvard Alumni Travels and the tour operator, assume no liability for any injury, damage, loss, accident, delay, or other irregularity which may be caused by the defect of any aircraft or vehicle or the negligence or default of any company or person engaged in carrying out or performing any of the services involved. Additionally, responsibility is not accepted for losses, injury, damages, or expenses of any kind due to sickness, weather, strikes, local laws, hostilities, wars, terrorist acts, acts of nature or other such causes. All services and accommodations are subject to the laws of the country in which they are provided. Harvard Alumni Travels and the tour operator reserve the right to make changes in the published itinerary whenever, in their sole judgment, conditions warrant, or if they deem it necessary for the comfort, convenience or safety of the tour participants. They reserve the right to withdraw this tour without penalty. The right is also reserved to decline to accept or retain any person as a member of the tour, or to substitute another qualified leader or special guest. Baggage and personal effects are the sole responsibility of the owners at all times. The price of the program is given in good faith based on current tariffs and rates, and is subject to change. Any tariff, exchange rate, or fuel increases will be passed onto participants. As part of the consideration and right to

participate in this tour, each participant will be asked to sign a liability release.

PERSONAL INFORMATION: All personally identifiable information provided by tour participants is strictly confidential. Personal information is not shared with third parties or made publicly available except under the following circumstances: Name, degree, home city, and email address*, may be included in the tour participant list that is distributed to tour staff and participants prior to departure; relevant information provided by tour participants to Harvard Alumni Travels and the tour operator is shared with the agents providing tour services in the destination. Per contractual agreement, the tour operator and its agents are prohibited to share or sell this information to other parties. *Please let us know if you would like to opt out of sharing your email address on the tour participant list.

APPEARING IN PHOTOS: Photos from Harvard trips may be posted on photo-sharing web sites or on social networking sites. Your likeness may appear in some photos or videos, posted either by Harvard Alumni Travels or other travelers, and the circulation of the materials could be worldwide. Trip photos may also be selected to appear in future Harvard Alumni Travels promotions; Harvard Alumni Travels will attempt to notify the traveler in advance, but no compensation is available for appearing in a trip photo used for promotional purposes.

DISCLAIMER: Every reasonable effort has been made to ensure the accuracy of information presented in this publication. Harvard Alumni Travels is not responsible for errors in or damages resulting from use of the information contained herein. Information contained in this document is subject to change.

QUESTIONS Please call Harvard Alumni Travels at 800.422.1636 or 617.496.0806, or email us at alumni_travel@hbs.edu