

# <ADVENTURE TOURS> Notes for Application



## [Application Procedure]

### 1> Booking a Tour

The spaces for the tour are limited in availability (The booking is confirmed in order of application). As the tour booking is made by travellers from many corners of the world, we advise you to make your booking early.

#### 1) Notes for Application

- Please indicate 3 tours you are interested in. (In case your first and/or second choice tour is not available)
- Please write down your name exactly the same as your passport. A photocopy of your passport is also required.
- Travelers must be a minimum of 18 years of age. (For those under 17, an agreement letter signed by a parents or guardian is required.)

#### 2) Payment

Please pay the deposit of ¥30,000 with the application form. (Please pay the total tour cost when you book the tour less than 1 month prior to departure.) We accept cash, bank transfer, and credit card.

\*\*\* Please transfer money to the following bank accounts \*\*\*

**Mitsubishi Tokyo Bank Ikebukuro-Higashiguchi  
SAVING 0017541 STA TRAVEL Co., Ltd**

#### 3) Booking Arrangement & Confirmation

When your booking is accepted by the tour operator and becomes definite, we will inform you of confirmation. (Usually the booking confirmation takes 1-3 working days.)

#### 4) The total trip cost is calculated as follows;

- \*Tour cost (the USD price shown in English brochure × STA TRAVEL exchange rate)
- \*Handling Charge (refer to the right table)
- \*Pre & Post accommodation cost (applicants only)
- \*Airlines (applicants only)
- \*Travel Insurance (applicants only)

### 2> Passports and Visas

- 1) Please ensure your passport is valid for at least 6 months beyond the duration of the trip. It is your responsibility to ensure that you are in possession of a valid passport.
- 2) Depending on your nationality, you may require visas to enter certain countries included in your tour. You are responsible for obtaining all necessary visas prior to the departure of your tour. We can also help with this (handling charge will apply). Please feel free to ask your consultant for more details.
- 3) Since 12<sup>th</sup> JAN 2009, international travelers who are going to travel to United States under the Visa Waiver Program are now subject to enhanced security requirements. All eligible travelers must apply for authorization using ESTA (Electronic System for Travel Authorization)

### 3>Travel Documents for your tour

When the booking is confirmed, the following documents will be sent.

- 1) Invoice for the balance payment
- 2) Application Form for Travel Insurance

Travel Insurance is strongly recommended for all travellers. Your travel insurance must provide cover against personal accident, medical expenses, emergency repatriation and personal liability. We also recommend it covers cancellation, curtailment and loss of luggage and personal effects.

### 4>Balance Payment

Upon receiving the invoice for balance payment, please pay the balance of monies by the fixed date. The fixed date for payment is usually 4-6 weeks prior to the departure. When we do not receive the total tour cost by the fixed date, the booking may be cancelled. In this case the cancellation charge will apply. (refer to the right table)

### 5>Travel Documents for your departure

Upon receipt of your final payment the following final documents will be sent to you. Please check your tour title and the departure date.

- 1) Tour (Hotel) Voucher (Confirmation Letter)
- 2) Trip Dossier
- 3) Questionnaire for the tour
- 4) Air Ticket · Travel Insurance Contract Form (applicants only)

## [Adventure Tours]

### 1.About the Tour

- The tour participants meet and break from the place the tour begins and ends.
- The tour will be operated in English as the participants come from all over the world. The participants' nationalities will not be announced in advance.
- Accommodation will vary between tours. Typical accommodation can include budget type hotels, youth hostels, simple guesthouses, camping etc.

### 2. Tour Notice

- Please take care of your personal property at all times. It is at your own risk.

### 3. Handling Charge

The following handling charge included tax (5%) will apply.

<<Handling Charge>>

	Participate a tour (1st time)	
	Purchased Air tickets at STA TRAVEL	NOT Purchased Air tickets at STA TRAVEL
One Day Tour	¥2,100	¥3,150
Tour Duration 2 days or longer	¥5,250	¥10,500

- \*A client who has applied for the overseas tour at STA TRAVEL since July 1999, and will apply for any other overseas tour within 2 years can receive a discount as the above. The company of this client can also receive a discount.
- \*The handling charge is non-refundable for cancellation made by a client.

### 4. Charge for Booking Change and/or Cancellation made by a client

Loss of monies paid applies to all cancelled reservations. The terms and booking conditions are based upon the brochure written in English. Please feel free to ask our staff for more details.

<<Tour Cancellation and Booking Change Charge1>>

East Coast (including Sydney-Melbourne-Adelaide-Alice Springs, and Tasmania, excluding Uluru component)

43days or more prior to tour departure date	Loss of handling charge only
42-29 days prior to tour departure date	40% of total tour cost
28-14 days prior to tour departure date	60% of total tour cost
13-7 days prior to tour departure date	80% of total tour cost
6-3days prior to tour departure date	90% of total tour cost
Less than 2 days prior to departure date	100% of total tour cost

Except for above destination

31days or more prior to tour departure date	Loss of handling charge only
30-3 days prior to tour departure date	25% of total tour cost
2days prior to tour departure date	50% of total tour cost
1 day or less prior to departure date	100% of total tour cost

\*Cancellation charge/tour amendment fee is calculated based on the original tour price even booked under any kinds of campaign with discounted price.

### 5. Travel insurance is essential. We do not accept the passengers who are not insured through STA Travel.

## STA TRAVEL Head Office

License 937

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