

<Connections> Notes for Application



[Application Procedure]

1>Booking a Tour

The spaces for each 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.

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 45 days prior to departure.) We accept cash, bank transfer, and credit card.

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

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

3) Booking Arrangement & Confirmation

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

4) The Total Tour Cost is calculated as follows.

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

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

- 1) Invoice for balance payment
- 2) Application Form for Travel Insurance
 Travel Insurance is strongly recommended for all CONTIKI 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) Pre-departure Information
- 3) Tour Itinerary
- 4) Questionnaire for the tour
- 5) Air Ticket / Travel Insurance Contract Form (applicants only)

[Connections]

1. What is Connections?

- 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 is a quad shared room. For some tours, twin supplement is available if you wish to stay in a twin shared room.

2. Tour Notice

- We recommend you to book pre & post accommodation as most tours will depart early in the morning and finish late in the afternoon. Please book together with your tour.
- 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%) is required.

<<Handling Charge>>

Participate a tour (1 st time)		Participate a tour (2 nd time or more)	
Purchased Air tickets at STA TRAVEL	NOT Purchased Air tickets at STA TRAVEL	Purchased Air tickets at STA TRAVEL	NOT Purchased Air tickets at STA TRAVEL
¥ 5,250	¥ 10,500	¥ 2,625	¥ 5,250

*A client who has applied for the overseas tour at STA TRAVEL will apply for any other overseas tour within 2 years can receive a discount as 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 is as follows:

<<Tour and Pre & Post Accommodation Cancellation and Booking Change >>

Tour and Pre & Post Accommodation Cancellation and Booking Change date	Change	Cancel
42 days or more prior to tour departure date or hotel check-in date	AU\$25 + Handling Charge	AU\$200 + Handling Charge
41 - 29 days prior to tour departure date or hotel check-in date		40% of total tour cost
28 - 15 days prior to tour departure date or hotel check-in date		55% of total tour cost
14 days prior to tour departure date or hotel check-in date	55% of total tour cost	
13 - 7 days prior to tour departure date or hotel check-in date	70% of total tour cost	
6 - 2 days prior to tour departure date or hotel check-in date	85% of total tour cost	
Less than 1 day prior to tour departure date or hotel check-in date	100% of total tour cost	

· If the cancellation charge is less than AU\$200, AU\$200 will be charged as cancellation fee.

· Connection is operated by Connections, the terms and booking conditions are based upon in the brochure written in English.

*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 for this tour. We do not accept the passengers who are not insured through STA Travel.

STA TRAVEL

License 937

Head Office

Nukariya Bldg. 7F 1-16-20 Minami Ikebukuro Toshima-ku Tokyo 171-0022
 TEL 03-5391-2922 FAX 03-5391-2273
 E-mail wp@statravel.co.jp

URL www.statravel.co.jp