

<CONTIKI> 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.
- Travellers must be a minimum 18, maximum 35 years of age.

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.

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

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

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) Since 12th 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 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) CONTIKI Travellers Guide (Guide Book)
- 3) Tour Itinerary
- 4) CONTIKI Bag
- 5) Questionnaire for the tour
- 6) Air Ticket / Travel Insurance Contract Form (applicants only)

[CONTIKI]

1. What is CONTIKI?

- CONTIKI is designed specifically for young people aged between 18 and 35.
- 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.
- Time Out uses mostly a combination of twin and quad share but never more than 4 people sharing. (Room type depends on the country). For some tours held in Europe single supplement is available if you wish to stay in a single 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 Cancellation and Booking Change Charge1>>

For Tours in Europe DEP. 01MAY2012-15OCT

46 days or more prior to tour departure date	Loss of handling charge only
45 - 22 days prior to tour departure date	25% of total tour cost
21 - 8 days prior to tour departure date	30% of total tour cost
7 - 1 day prior to tour departure date	50% of total tour cost
Tour departure date	100% of total tour cost

<<Tour Cancellation and Booking Change Charge2>>

For All Tours except the above

31 days or more prior to tour departure date	Loss of handling charge only
30 - 21 days prior to tour departure date	25% of total tour cost
20 - 3 days prior to tour departure date	30% of total tour cost
2 - 1 day prior to tour departure date	50% of total tour cost
Tour departure date	100% of total tour cost

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

31 days or more prior to hotel check-in date	No charge
Less than 30 - 15 days prior to hotel check-in date	¥ 2,100
Less than 14 days prior to hotel check-in date	100% of total hotel cost

· Some pre & post accommodations in Europe charge 100% of total hotel cost once the booking is accepted by CONTIKI.

· Cancellation of Airport Transfer incurs a 100% cancellation fee.

· CONTIKI is operated by Contiki Holidays PTY. LTD., the terms and booking conditions are based upon the brochure written in English but some are specially set out for us.

*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

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