

# <Imaginative Traveller> 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 travelers 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 your name exactly the same as your passport. A photocopy of your passport is also required.
- Travellers must be a minimum of 18 years of age.
- A medical certificate is required for travelers over 60 of age.

#### 2) Payment

Please pay the deposit of ¥50,000 with an application form. (Please pay the total tour cost when you book the tour less than 56 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 Imaginative and becomes definite, we will inform you of confirmation. (Usually 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)
- \*Airfares (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>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 compulsory for all Imaginative 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 8 weeks prior to the departure. When we do not receive the total tour cost, 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)

## [Imaginative]

### 1. What is Imaginative?

Imaginative is a unique, small sized group tour specializing in Middle East and Asia. Depending on your budget and duration, they offer some styles of trips:

**Traveller:** For those who want to experience a location in depth. They are slower paced allowing you time to savor the culture, traditions and sights of your destination. These tours use private transport, giving you more freedom to stop for that perfect picture although, on occasion, local transport is the best to go. Accommodation allows you to relax and take in all that you have seen.

**Adventurer:** Designed for people who want to see and experience as much as possible using various methods of transport and economical hotels. With the freedom to decide what you want to see.

· The tour will be operated in English as the participants come from all over the world.

· Accommodation is mostly a twin share room (in some countries multi-share rooms will be used).

### 2. Tour Notice

· Though it is not necessary to book pre & post accommodation, we can arrange booking. If you need accommodation, please book together with your tour.

· You will be picked up at the airport on arrival. Please let us know your flight details 1 month prior to departure.

· 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 (1 <sup>st</sup> time)		Participate a tour (2 <sup>nd</sup> 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 the 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>>

Once the booking is accepted by Imaginative Traveller, there will be a charge as following.

57 days or more prior to tour departure date	USD300 + Handling charge
56 – 43 days prior to tour departure date	40% of total tour cost
42 – 29 days prior to tour departure date	60% of total tour cost
28 – 15 days prior to tour departure date	80% of total tour cost
Less than 14 days prior to tour departure date	100% of total tour cost

<<Tour Booking Change Charge>>

57 days or more prior to tour departure date	USD100 per change
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Within 56 days prior to tour departure date, Tour Booking Change Charge follows the cancellation policy above.

<<Pre & Post Accommodation, Airport Transfer Change & Additional Charge>>

57 days or more prior to the date of service	USD50
56 – 43 days prior to the date of service	40% of total cost
42 – 29 days prior to the date of service	60% of total cost
28 – 15 days prior to the date of service	80% of total cost
Less than 14 days prior to the date of service	100% of total cost

· Within one calendar month prior to the date of service, accommodate changes and additional requests cannot be guaranteed.

· Cancellation/booking change fee for post accommodation/return airport transfer is charged based on pre accommodation or tour departure date, whichever earlier.

· Imaginative is operated by The Imaginative Traveller, 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**  
**Head Office**

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