

<TOPDECK> 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.
- Europe tours: Travellers must be aged 18-39 years of age.

2) Payment

Please pay the deposit of ¥30,000 with an application form. (Please pay the total tour cost when you book the tour less than 5 weeks 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)
- *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>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 Topdeck 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, 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)

[TOPDECK]

1. What is TOPDECK?

· Topdeck is the tour traveling Europe, North Africa, Middle East & Oceania ding on your budget and duration, they offer 4 styles of trips except for Oceania:

EUROHOTEL Travellers take Topdeck original bus and stay hotels at twin share room basically.

EUROCLUB Travellers stay at unique accommodations; hostels, bungalows, castles, yachts sharing 3-4 persons per room usually.

EUROCAMPING Travellers stay twin share camping tents.

EXPLORER This tour is made for experienced and curious travellers. They stay at simple local guesthouses and the transportation is mainly local buses and trains

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

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.
- 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 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 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 and Booking Change Charge>>

30 days or more prior to tour departure date	Loss of Handling Charge only
29 - 15 days prior to tour date	25% of total tour cost
14 - 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>>

30 days or more prior to hotel check-in date	No Charge
Less than 29 days prior to hotel check-in date	100% of total hotel cost

· Within one calendar month prior to the date of service, changes and additional requests for accommodations and airport pick up services cannot be guaranteed.

· Topdeck is operated by Top Deck Tours Ltd., the terms and booking conditions are based upon in the brochure written in English. Some booking conditions 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

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